

MINUTES

Participants: Cemetery Commissioners Cheryl Walker, Linda Hamilton and Viki Zulkoski; former Commissioner Stephen Brooks.

Minutes of the May 19, 2016 meeting were approved.

Fiscal record keeping

Cheryl has prepared clear and complete fiscal reports for FY16. Based on Town Clerk records, these spreadsheets show all individual entries, and then group them into logical budget categories for our internal use and budgeting purposes. These budget categories are used for separately tracking both the Town allocation and the private donations.

Paperwork required when hiring workers

Our study and consultations regarding Town policy indicate that the “hold harmless” form is sufficient for casual labor/independent contractors doing (any amount of) incidental yard work, or up to 20 hours per year of simple in-place monument repair and weed whacking. All other work, including tree work, requires a certificate of insurance.

Process for hiring and paying labor

As our designated Purchasing Agent, Stephen Brooks is authorized to identify and arrange for carrying out operational tasks/grounds maintenance in a timely manner. He will recommend the hiring of appropriate labor for this, based on past experience and availability of appropriate personnel. Via email he will notify Viki, Cheryl and Linda when invoices have been submitted to Town Clerk. When Town Clerk’s office has prepared a warrant for payment (generally Mondays), two Commissioners will sign to authorize payment. If requested by the worker, Stephen may pick up and deliver the payment check. Stephen will also report the nature and approximate value of any donated goods and services.

Burial plot purchase inquiry

Viki received an inquiry about purchasing a plot in Barber Cemetery for a family member who recently died and has been cremated, and who has other relatives already buried there. Viki was authorized to let her know that the Commission believes that may be possible, pending our review the existing map of Barber Cemetery and field checking of potential sites. She is also authorized to confirm the current price of a plot in Barber Cemetery is \$2,000, based on an earlier review of comparable cemeteries and land values.

Helpful background reading for Commissioners

Viki recommended two books our use now and to pass on to future Commissioners: *A Graveyard Preservation Primer* by Lynette Strangstad, and *Stories in Stone* by Douglas Keister. Linda was authorized to purchase one copy each to supplement Viki's personal copies.

Cemetery tour

The tour of East and West Burying Grounds has been rescheduled to Saturday June 4, 1:00-4:00pm. Stephen Brooks will orient new Commissioners to the current status and issues of these two cemeteries, and if there is time we will also visit the small private burial grounds. The Cemetery Team of those other residents who have expressed interest in current and potential future cemeteries is also invited (Sue Smith, Susan Ohanian, Judy Rowe, Happy Patrick).

June meetings

The schedule of meetings this month was revised from June 2, 16 and 30 to Tuesday June 21 only, 11:30-1:00 at Town Hall. A July meeting date will be confirmed at that time.

Respectfully submitted,
Linda S. Hamilton
Secretary