

Charlotte Cemetery Commission Meeting
May 5th, 2015
11:30am – 1:00pm
Charlotte Town Hall

Approved May 19, 2016

MINUTES

Participants: Cemetery Commissioners Viki Zulkoski, Cheryl Walker and Former Commissioner Stephen Brooks

Minutes from the April 21st meeting were approved. In the absence of Linda Hamilton, Secretary, Viki will arrange for the approved minutes be posted on the town website.

Stephen Brooks was voted in as a designated purchasing agent on behalf of the Cemetery Commission in compliance with the Town of Charlotte Purchasing Policy, dated June 22, 2016 and the Town Clerk's office was notified.

Discussed a general policy that cemetery tools were not for sale and any offers to buy tools should be declined.

The specifics of maintaining the grounds of old cemeteries in general and specifically the West Burying Ground were discussed. In particular that 'mowing' as contracted also includes weed whacking and removal of any sticks ¼" or larger. Leaf blowing is a vital, but separate procedure which is generally not performed by the mowing contractor.

Clarification as to what constitutes a "sole proprietor" as outlined in Section XII of the Town of Charlotte Purchasing Policy, dated June 22, 2015 will be sought by the Commission for works external to contracted mowing.

Confirmed that the walking tour for Commission members will take place on May 15th.

Respectfully submitted,

Viki Zulkoski

