

Cemetery Commissioners  
Meeting Minutes Jan 10, 2020

Present: Marion Loring, Chair, Scott Sawyer, Earl Moffatt and Curt Wilton (Staff Liason)

Chair Marion Loring opened the meeting at 9:07 AM.

**Marie Ryan to take minutes:**

Curt Wilton stated that the Select Board have agreed to allow Marie Ryan, Town Administrator, to attend the Cemetery Commissioners meetings and take the minutes for them. Marion asked for a vote, Scott seconded and all approved.

**Payments to A & A Memorials:**

Curt presented to the Board the bill from A&A Memorials. He stated this was for all the work they did to create the layout of all the plots and names to give the Board something to work off of. Curt said he had a concern that they cannot locate all the records for the cemeteries but is still looking. Marie noted that there is a company that has a software program that could be used for easy use for all the plots in the cemeteries once we get all the information. She will get a quote for this software.

**Tree Work by Brush Hill Tree Services:**

Curt told the Board that a bill has been paid to Brush Hill Tree Services for taking down two trees near Bill Pixley area of the cemetery. These trees were diseased and needed to be taken down. Curt then told the Board that there are nine trees that also need to be taken down.

**Tree Work Proposals:**

He has gotten three quotes for this project. He then explained that this is a large expensive job due to the fact they will need a large crane, stump grinding, and seeding the area. Curt then told the Board that they do not have money for this project in this fiscal year. The three quotes are from:

Brush Hill Tree Services	\$14,800
John Field	\$16,300
Connor Clark	\$20,500

### **FY21 Spending Budget:**

Curt will meet with Elaine and see what monies are available to date and get figures as to what they may need to request in the budget for FY21.

There was also a discussion in regards to the mowing service. The current contract expires this coming June and Curt would like to get going on a request for proposals. Curt and Marie will work on an ad to start on this. The Board would like to see 3 proposals minimum if possible.

Earl noted that the Cemeteries really needs to create a 3-year maintenance plan with budgeting. He would like to see it include repairing/replacing/replanting vegetation, especially where the trees are going to be taken down. This plan would also include repairs to buildings, edging, holes in ground, signage, etc. Curt said that he would discuss this with the Finance Committee who is currently working on Capital Planning for the town.

### **Next Meeting:**

Marion let the Board know that she can no longer be the Chair. She has health issues that require attention and it is too much for her. She has really enjoyed doing it and appreciates all the assistance she has gotten from the Commissioners. Scott nominated Earl to become chair, Marion seconded and Earl agreed, vote was unanimous. Discussion ensued about the time and date of the meetings. Earl stated that if he is chair, the meetings only work for him is they remain on Friday mornings, the Board agreed. The next meeting will be Friday, February 7, 2020 at 9 AM.

### **Approval of Meeting Minutes:**

Earl presented the last meeting minutes, Scott made the motion to approved, Earl seconded, all approved.

Meeting adjourned at 10:15 AM.

Respectfully submitted,

Marie Y. Ryan