

Cemetery Commissioners
Meeting Minutes Feb 7, 2020

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

Chair Earl Moffatt opened the meeting at 9:06 AM.

Review Minute:

Scott made a motion to accept the minutes from the Jan meeting, Marion seconded and all approved.

Accept Lowest Bidder for trees:

Earl mentioned that the Commission did not officially vote to accept the low bid for the cutting of the trees at the last meeting. Curt told the Commissioners that their budget for the trees is \$7000 and that they currently have \$3428 left. Marion asked Curt if they could see what work they can possibly have completed with what we have left for funds. The Commissioners gave Curt permission to contact the low Bidder (Brush Hill) and see what they can do with that amount of money to get started. Curt also told the Commissioners that he had sent out a bid proposal for the tree contract and when that comes in it is for the whole town. He explained that each department or Committee would put a line item for tree work in their own budget to pay for it but that they just use who ever gets this bid. There is no further need to go out to bid each time anyone needs tree work completed.

Marion made a motion to accept Brush Hill Tree Service as the low bidder and for Curt to discuss with them what work they can complete with the remaining money left in the budget for now. Earl seconded the motion and all were in favor.

Records:

Curt informed the Commissioners that he and his staff have been working hard at trying to find any cemetery records they can and gather them all in to one place, a cabinet in the small meeting room at Town Hall. He said they have found very little and asked the Commissioners if they know anyone that may have records at their homes to please have them turn it in so everything is in one place. He also told the Commissioners they are welcome to look through what he has found so far but please do not take anything out of the Town Hall. Earl thanked Curt for all his hard work and effort on this project.

Budget:

1. **Operations & Maintenance Budget** -Curt discussed with the Commissioners their budget. He stated currently the Cemetery Budget is \$25,000 for operations and maintenance and 95% of that is mowing and trimming. Over a three-year period the average they spend on this line item is \$21,000. He mentioned that this year the contract for the person who mows is up and they will be sending out bids for a new contractor. Curt would like to make the contract tighter with more specs to better protect the town and he recommends to increase this line item. This increase would be to include mowing, replace divets, clean-ups and trimming and any other extra work they deem necessary with a little cushion. Earl made a motion to increase this budget line item to \$35,000, Marion seconded and all were in favor. After further discussion, Earl amended the motion to state the budget of \$38,000, Scott seconded and all were in favor to have the budget of \$38,000 for operations and maintenance.
2. **Tree Budget**- The current budget for trees is \$7000. Curt recommended this to be \$20,000. Marion suggested to raise it to \$25,000. After discussion on a 4-year plan, Marion made the motion to set this line item at \$25,000, Scotts seconded, all were in favor.
3. **Stone and Monument Budget** – Currently this line item is \$16,000. Earl stated that there is not any current official proposal for the work that Rich Atwood is doing for the town and he would like to see the town keep him and see if he can continue to do the work. Marion agreed but stated that they need to pay him for all his work. Earl stated he would like to see if they can get Rich to have dedicated time to work for the town and have him agree or not. Earl asked Curt to get a fee structure from Rich and see what his availability may be for the town. Earl made the motion to hire Rich if he is available and pay him for his work to get things completed. Marion seconded and all were in favor. Curt will contact Rich and give the Commissioners the answer at the next meeting. Earl stated that if Rich cannot do the work then they will have to find someone else to do this.

Next Meeting:

The next meeting will be March 6, 202 at 9 AM at Town Hall.

Curt told the Commissioners that he will work on getting the specs ready for the new mowing contract by the next meeting for them to look over.

Marion made a motion to adjourn, Earl seconded and all were in favor at 10:04 AM.

Meeting adjourned at 10:04 AM.

Respectfully submitted,

Marie U. Ryan