

*Cemetery Trustee Meeting
Minutes
January 23, 2015*

*Present at meeting: Len Harten, Mary Dickson, Steve Trombly, Ricky Riendeau,
Chris Anton, Troy Swanick*

The meeting was called to order at 9:05 a.m. by Mary Dickson.

1. Minutes from the 08/28/14 meeting were reviewed. A motion was made by Len Harten to accept the minutes as written. The motion was seconded by Steve Trombly. All in favor.
2. Mary Dickson advised that the balance of the Right to Inter Fund as of the end of November was \$72,301.45.
3. The floor was turned over to Chris Anton who introduced Troy Swanick as the new “cemetery manager”. This is not a formal position. Chris advised that he has divided up his crew into two parts – cemetery and parks. The parks manager will be Tom Mann when he comes back to work in a few months and accepts the vacant full time position within the department. Chris gave an overview of the activities of the cemetery department for 2014. He also gave a presentation on improvements that were scheduled for 2015 for each cemetery. (See attached document.)
4. Included in the overview is the current status of the reclamation process for the graves in North Yard Cemetery. The lots will be marked as soon as the weather allows and an ad will be posted in the Milford Cabinet at that time.
5. Also included in the overview was the removal of non-conforming articles from all the cemeteries. Chris advised that this would take place in the spring and going forward these items will not be allowed – within reason. We will be sympathetic to the public for the loss of their loved ones but the rules will be enforced.
6. At this point Chris made a presentation regarding a request to purchase several items for use in the cemetery. These items include:
 - 2014 Exmark 60” Rear Discharge Lazer mower - \$9,239.00
 - 2015 Exmark 52” Vantage X – Series Stand On - \$7,545.00
 - Lowering Device Stand - \$1,470.00
 - Drape Set for Lowering Device - \$167.95

- Cremation Stand - \$419.95
- Lowering Device casket rollers - \$434.95
- Flags for military burials - \$23.50
- 44" & 70" Probes - \$169.95/\$179.95
- Veteran's Device Drape – \$176.95

Steve Trombly made a motion to allow the above listed expenditures as presented – not to exceed \$20,000 in total. Len Harten seconded the motion. All voted in favor.

Chris also asked that the trustees pay the bill to Dignified Cemetery Services for the repair/refurbishment of a lowering device that was not being used because it wasn't functioning. The cost of the repair was \$480.00. He also would like the trustees to pay for the routine maintenance on the other lowering device – also to Dignified Cemetery Services. As this service has yet to be completed he wasn't certain of the final price. Steve Trombly made a motion to pay for these bills for the repair/refurbishment of one lowering device and the routine maintenance on the other lowering device – not to exceed an amount of \$1,000.00. Len Harten seconded the motion. All voted in favor.

7. There was a discussion about the water services at the cemeteries. There are many issues with the system and the cost of the water. It was agreed that Union Street cemetery didn't need to have water available and it will be turned off. West Street will continue to have water but special spigots will be installed so the water can't be left running. There is no water in the Elm Street or North Yard cemeteries. Riverside will have one main spigot at the building which can be turned off during the winter months.
8. The last item for discussion was the interest on the Perpetual Care fund that is currently being put into the General Fund. Mary said she would talk to Terry Knowles regarding this to see what the rules are regarding this practice.
9. As there was no further business to discuss, Len made a motion to adjourn. Seconded by Steve. All in favor. The meeting was adjourned at 10:57 a.m.

Next meeting: TBD

Respectfully submitted,

Mary V. Dickson
January 23, 2015