

Town of Charleston
Cemetery Commission Special Meeting 10/18/19

MINUTES

A special meeting of the Cemetery Commission was held October 18, 2019. Attending: Commissioners Sherman Allen Jr., Dean Bennett, Martin Davis, and Nancy Rice; Laborers Darald Moulton and Brad Peters; Town Clerk & Treasurer Teri Gray; and Asst. Clerk Colleen Kellogg.

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING

The meeting was called to order at 6:56 pm by the Chair. Motion by Dean Bennett to accept the minutes of the May 3, 2019 meeting as written, seconded by Martin Davis and approved unanimously.

The Chair welcomed cemetery employee Brad Peters who has been mowing the West Village Cemetery.

The Chair offered condolences on the loss of Richard Colburn Sr. and asked for the Commission's help to cover maintenance and lot sales at Hillside cemetery, which had been Mr. Colburn's responsibility.

Heritage Memorials has been providing burial services. The Chair asked if all Commission members were in agreement that Heritage would handle casket burials going forward, and there was unanimous agreement.

Teri Gray said the town would need someone to execute burial permits, adding the lot number and town signature. Sherm Allen suggested that Heritage send Burial Permits to him for signing, and all agreed this was the best course. There was discussion about the Burial Permit document and what information must be provided by the town.

Brad Peters is willing to install posts and perform cremation burials at his regular hourly rate. The Chair asked if all members were in agreement to authorize Mr. Peters to install posts and handle cremation burials, including signing cremation burial permits, and there was unanimous agreement. The Chair has arranged to have Heritage handle things this fall and will update them about any changes in spring.

The Chair discussed the process of lot sales, and asked if any Commission members would be interested in selling lots in Hillside Cemetery. He will give them until spring to consider.

Nancy Rice plans to lock the West Village gates November 15th and asked about keys.

Regarding remaining 2019 maintenance, Mr. Peters will take a look in daylight to see if a last mowing is needed in West. Mr. Moulton said that Hillside looked fine, except the lower section near the road, which all agreed would wait until next year.

Teri Gray presented 2019 cemetery expenditures to date, and the board discussed needs and budget items for next year. With agreement of all Commissioners, the following items will be included in the 2020 proposed budget:

- \$7,000 for wages. Workers agreed they are happy with their hourly rate.
- \$500 for a new deck for the Hillside mower (with 540 hours). West mower is fine.
- \$175 for flags for veterans' graves
- \$2500 for repairs and supplies
- \$600 for gas & oil
- \$100 under fencing for new posts, which are needed in Crawford and Bly.

Ms. Gray reported that she was able to increase the return on the Perpetual Care CDs by arranging a 5-year term, and the town can still deposit funds from lot sales annually. The Town cannot access the principal, so if interest remains low and more funds are needed for cemetery upkeep, the Commissioners can always consider reducing the Perpetual Care contribution.

There was discussion of placement and removal of flags from Veterans' graves. Nancy Rice will remove flags from West, and Darald Moulton will pull flags in the cemeteries he maintains. Regarding placement of flags in spring, Sherm Allen will contact Maurice Cerutti, and the Town Clerk will contact Mrs. O'Keefe, to see if they are interested in continuing the tradition. Darald Moulton will check with the Fire Department about flags placed by them.

Darald Moulton said that a stone in the Buck Cemetery broke off just recently. Brad Peters said that epoxy can be used, but the material is expensive. Three stones could be repaired for \$500.

Seeing no other business, Dean Bennett made a motion to adjourn, seconded by Nancy Rice, and the meeting adjourned at 8:19 pm.

The next Cemetery Commission meeting is scheduled for Friday, May 1, 2020 at 7:00 pm.

Respectfully Submitted,

Sherman Allen, Jr. Chairperson

Approved this _____ the day of _____, 20____

Cemetery Commissioners, Town of Charleston