

DRAFT MINUTES

1. CALL TO ORDER

Chair Keith Wilson called the meeting to order at 3:30 p.m.

Present: Armand Biron, Lisa Bovee, Barry Burnham, Ryan Dunstan, Keith Wilson, Christopher Landeck

Absent: Jc Beall

Staff: Mary Landeck (Sexton), Sara-Ann Chaine (Town Clerk), Cherie Trahan (Director of Finance), Aga Gonzalez (Senior Finance Manager)

2. BUSINESS

A. Approval of September 18, 2019 Minutes

Mr. Burnham **moved** and Ms. Bovee seconded to approve the September 18, 2019 minutes. Motion **passed** unanimously.

B. Discussion of Finances - Update

Ms. Trahan gave an update regarding the Cemetery Fund. Ms. Chaine will provide Ms. Trahan with the proposal numbers for repairs to the Gurley Cemetery stone wall to facilitate budgeting for the repairs in the capital budget.

C. Sexton's Report

Ms. Landeck presented her written report and solicited Committee feedback regarding a burial customer's request to obtain their own contractor for digging an ash burial grave. The Committee agreed by **consensus** to support continuing to work exclusively with the current contractor and back-up contractor in order to ensure accuracy and reduce liability. Ms. Landeck indicated she would refer the burial customer to Human Services for assistance with burial costs.

D. Preservation Priorities and Funding Requests

a. Stone Repairs

Ms. Landeck is collecting quotes for the Committee to review.

b. Gurley Cemetery Stone Walls

Mr. Burnham **moved** and Mr. Biron seconded to prioritize the stone wall repair work along Bone Mill Road and recommend to the Town that the prioritized section of repair work be completed after the Town has

mitigated the run off issue and paved the road as pipe/catch basin installation work will significantly disrupt the wall. Motion **passed** unanimously.

E. Proposed Cemetery Committee Charge

Ms. Chaine presented the draft proposed revised charge. The Committee edited the draft to include snow removal to the operation and maintenance activities, to add “for adoption” to the end of item three, and confirmed the membership shall consist of seven members.

Mr. Burnham **moved** and Mr. Biron seconded to approve the proposed draft revised charge with the noted edits and present it to the Committee on Committees for review and approval. Motion **passed** unanimously.

3. ADJOURNMENT

Mr. Burnham **moved** and Mr. Landeck seconded to adjourn the meeting at 4:34 p.m. Motion **passed** unanimously.

Respectfully submitted,
Sara-Ann Chaine
Town Clerk