

Cemetery Board of Commissioners
Minutes
July 12, 2022

Board met in session at 7:00 p.m. in the office at Waterside Cemetery.
Present (constituting a quorum):

Richard F. Coletti, Chairman
Janet S. Merrill, clerk
Pam M. Peterson

Catherine M. Kobialka, Superintendent

MINUTES: Motion made and seconded to approve the minutes of April 12, 2022 as presented.
All in favor. **VOTE**

NEW BOARD MEMBER: Welcomed new Board member Pam Peterson. All looking forward to working with her.

RESERVE FUND TRANSFER: Brief discussion with regard to account balances and the reserve fund transfer discussed at an earlier date. At the June 28th Department Heads meeting, Mike Carritte, interim Finance Director informed Department Heads that the Finance Committee was satisfied with his explanation of each reserve fund transfer and all were approved.

BOSTON TEA PARTY: Revisited the request from the Boston Tea Party Ships & Museum for a Boston Tea Party commemorative marker to be placed at the grave site of Dr. Elisha Story in Green Street Cemetery. Board last agreed to ask for approval from the majority of family to allow. This is a very large family making that request daunting. Motion made and seconded to allow one small medallion sized grave marker commemorating Dr. Elisha Story's participation in the Boston Tea Party without the standard approval of family members. All in favor. **VOTE**

RECLASS HEO: Discussion with regard to the heavy equipment operator position in this Department. Superintendent presented an updated job description to replace the 1995 version on file. Propose renaming the position as Heavy Equipment Operator / stone mason. Motion made and seconded to approved the revised job description and allow the Superintendent to request audience with the Finance Committee to discuss reclassification.

CREESEY GREEN: Through the efforts of Veterans Agent David Rodgers and Tree Warden Jonathan Fobert, Kelley Tree Service donated their equipment, staff and time to remove five trees at Creeseey Green. This is a huge expense that would have taken time to generate funds to accomplish. Letters were sent to all thanking them all for getting us closer to opening the new Veterans Lot at that site.

VETERANS LOT RULES AND REGULATIONS: Discussion regarding the revised version of the section in the Cemetery Rules and Regulations pertaining to the Veterans Lot. Motion made and seconded to approve the revised version effective 7/13/2022 as presented. **VOTE**

Meeting 7/12/2022 continued

OUTLAYS:

- New tractor will be here in the next few weeks
- Snow blower attachment is on order
- Cemetery software conversion to Web base to commence 7/21/2022
- Air compressor is on order
- Waiting for Wayne Alarm to call back with schedule for alarm upgrade

NEW BUSINESS: Commissioner Merrill concerned with the lack of enforcement with regard to Rules and Regulations. Discussion with regard to enforcing restrictions against dog walkers and trespassers fishing etc. Perhaps some kind of fee assessed to violators. Suggest contacting Police Chief King to discuss ideas he might have.

Voted to adjourn at 8:10 PM

Next meeting October 13, 2022

Janet S. Merrill, clerk

List of documents used:

Copy of reserve fund transfer request

List of salaries and expense balances 6/30/22

Revised HEO job description

1995 HEO job description

Copy of letter to Kelley Tree Service

Copy of letter to Veterans Agent David Rodgers

Copy of letter to Tree Warden Jonathan Fobert

Revised Veterans Lot Rules and Regulations