Cemetery Trustee Meeting Minutes  
October 31, 2019 – 5:30 p.m.

Present: David Pinckney (Chair), Linda Fisher (Secretary), Donna Chagnon (Alternate Trustee), Lucille Noel (Resident)

Old Business
- September 26th meeting minutes were approved.
- David has leveled and seeded Leavitt lot #120C in preparation for cornerstone placement.

Continuing Business
- Perry Brothers reports a delay in the delivery and installation of the Scott lot cornerstones.
- Cornerstones were ordered for the McGuire lot in Leavitt. David and Linda to mark placement, which will include the abutting family lot. A post is needed to protect the lot from vehicular damage. Linda will paint to match existing posts.
- David spoke with Mary Dane regarding the discrepancy between her deed and the headstone placement. David assured her the headstone does not need to be moved. Linda to research related deeds affected by the discrepancy and identify which deeds need to be corrected. Committee to re-designate lot numbers on master map and reissue corrected deeds accordingly.
- The Trustees of the Trusts identified a shortage in funds collected for the combined sale of Lots 148 D1/2, 148C, and 162D. The committee takes responsibility for the oversight and will authorize the balance be paid from the General Cemetery Expense Account. Committee to consult administration for proper procedure.
- Perkins-Maxfield Cemetery is to be folded into the 2020 maintenance contract. A new RFP Scope of Work was created and approved. David to contact Gordon Jones via letter and officially thank him for his many years of dedicated care.
- Linda will update directions to the town cemeteries, request the directions and Scope of Work be posted on the town website, and advertise the RFP locally.
- Proposed 2020 budget was approved. David to submit to the Selectmen’s Office by 11/21/2019.

New Business
- Lucille Noel shared the Heritage Commission’s plan to install an informational sign by The Burying Yard Cemetery on Main Street as part of the historic signage project. This announcement was met with much enthusiasm.

Next Meeting – Tuesday, November 12th, 5:30 p.m. at the Town Office.

Respectfully submitted by

[Signature]

Linda C. Fisher / Secretary