Cemetery Trustee Meeting Minutes
November 12, 2019 – 5:30 p.m.

Present: David Pinckney (Chair), Linda Fisher (Secretary), Donna Chagnon (Alternate Trustee), Jodi Pinard (Town Administrator)

Old Business
• October 31st meeting minutes were approved.
• The shortage in funds identified by the Trustees of the Trusts has been resolved. The remaining balance of the undercharged sale was paid from the General Cemetery Expense Account.
• The proposed budget for 2020 has been submitted to the Selectmen’s Office.
• The RFP for maintenance has been advertised.

Continuing Business
• Perry Brothers contacted for McGuire cornerstones status and Leavitt headstone information. Updates coming. Linda to ask about the Scott cornerstones and notify of Leavitt’s closing date.
• Cornerstone placement needs to be marked for the Scott and McGuire lots. Committee will perform this procedure on Friday, 11/15, at 1 pm, beginning at Pineground.
• A post has been purchased to protect the McGuire lot from vehicular damage. Linda will paint to match existing posts and install as soon as the paint dries.
• Regarding discrepancy between the Dane deed and headstone placement: Linda is researching related deeds affected by the discrepancy to identify which need to be corrected. Committee to re-designate lot numbers on master map and reissue corrected deeds accordingly.
• Perkins-Maxfield Cemetery was folded into the 2020 maintenance contract. David to contact Gordon Jones via letter and officially thank him for his many years of dedicated care.
• Directions to the cemeteries have been updated. New and renamed cemeteries caused a shift in number designations – master map no longer coordinates. Linda to update.

New Business
• Jodi Pinard spoke about the creation of a database that will enable trustees to shift to digital record keeping. Many thanks to Jodi for the update.
• Donna to close the Leavitt Cemetery driveway gate on December 14th – sooner if forecast predicts significant snowfall. Donna to post closing date on the Town website.
• Due to the holidays, December’s meeting is on the third Thursday. Linda will alert the media.

Next Meeting – Thursday, December 19th, 5:30 p.m. at the Town Office.

Respectfully submitted by

Linda C. Fisher / Secretary