



CEMETERY COMMITTEE

July 17, 2019

Present: Armand Biron, Barry Burnham, Ryan Dunstan, Keith Wilson, Christopher Landeck (via phone)

Absent: Jc Beall Lisa Bovee

Staff present: Mary Landeck (Sexton), Cherie Trahan (Director of Finance), Derek Dilaj (Acting Director of Public Works), Sara-Ann Chaine (Town Clerk)

CALL TO ORDER

Chair Keith Wilson called the meeting to order at 3:31 p.m.

BUSINESS

1. Approval of Minutes

Mr. Burnham **moved** and Mr. Biron seconded to approve the July 17, 2019 minutes.

Motion **passed** unanimously.

2. Discussion of Finances - Update

Director of Finance Cherie Trahan gave an update regarding the Cemetery Fund and recent funding approved by the Town Council for paving at the Gurley Cemetery, stone wall repairs at the New Mansfield Center Cemetery, and ongoing headstone repairs.

3. Sexton's Report

Ms. Landeck presented her written report.

4. Preservation Priorities and Funding Requests

- a. Gurley Cemetery Road Paving – after research and consideration of alternatives such as geo grid or swale installation, paving the road was determined to be the best way to solve the ongoing washout issues. A return to a more rural look will always be a future possibility.

Mr. Burnham **moved** and Mr. Biron seconded to support the town's initiative to pave the road at the Gurley Cemetery. Motion **passed** unanimously.

- b. New Mansfield Center Cemetery Stone Wall – The Committee reviewed quotes from two contractors specializing in stone wall repair.

Mr. Burnham **moved** and Mr. Dunstan seconded to recommend the town contract with N. E. Jeppesen Construction LLC to repair and secure the stone wall at the New Mansfield Center Cemetery. Motion **passed** unanimously.

- c. Stone Repairs – Ms. Landeck reported that the repairs will be scheduled for late October.

5. Proposed Cemetery Committee Charge Update

Ms. Chaine reported the draft charge is not ready for Committee review. The Committee provided feedback to Ms. Chaine regarding their review of the materials distributed at the last Committee meeting.

A draft of the Committee's proposed new charge will be brought to the Committee for their review in February 2020.

Mr. Burnham **moved** and Mr. Biron seconded to approve the following Committee meeting schedule for 2020:

- February 19, 2020 at 3:30 PM in Conference Room C
- April 15, 2020 at 3:30 PM in Conference Room C
- July 15, 2020 at 3:30 PM in Conference Room C
- September 16, 2020 at 3:30 PM in Conference Room C

Motion **passed** unanimously.

Mr. Biron **moved** and Mr. Dunstan seconded to approve a one year contract extension at the current rates and terms with the town's cemetery snow plow vendor. Motion **passed** unanimously.

Mr. Burnham **moved** and Mr. Landeck seconded to appoint Keith Wilson as Chair of the Cemetery Committee. Motion **passed** with all in favor except Mr. Wilson who abstained.

ADJOURNMENT

Mr. Burnham **moved** and Mr. Dunstan seconded to adjourn at 4:10 PM. Motion **passed** unanimously.

Respectfully submitted,
Sara-Ann Chaine, Town Clerk