

Durham Cemetery Company

November 6, 2008

Minutes

President Hugh Curley called the meeting to order at 7:35 p.m. in the Durham Town Hall Meeting Room.

Officers and Directors Present: Hugh Curley, Gerald Brown, Sr., Dick Olsen, Bob Atwell, Sr., Phyllis Naples-Valenti, Greg Burritt, Kim Garvis, Laura Francis, Barbara Olsen, Simone Howe, Tom Palmieri, Lynne McKenna, Dolores, Caturano.

Secretary's Report: All deeds have been processed and mailed. Cemetery maps have been notated except for Block 7. There is no map on file for Block 7 in the Town Clerk's vault. Suggestion made to check with the sexton who may have the mylar for Block 7. (After the meeting the secretary confirmed with the sexton that Section/Block 7 was mapped out and a mylar provided by Bascom & Benjamin. A paper copy of Block 7 was made for the sexton and the mylar is now on file in the town clerk vault.)

The secretary reported that June Porter delivered an envelope to the town clerk's office that contained various cemetery documents and notes including minutes and deeds. The secretary will review all items to confirm that minutes and deeds are on file, and anything of historical note is saved.

Motion by Tom Palmieri, seconded by Dick Olsen to accept the secretary's report as presented. Motion passed unanimously.

Sexton's Report: The sexton was unable to attend tonight's meeting and asked the secretary to present the following: For the period ending November 4, 2008: there was one (1) urn vault cremation at Center Cemetery; two (2) burials and four (4) lots sold at Mica Hill Cemetery. Settled graves were refilled and seeded at Mica Hill Cemetery. A fallen stone was re-set at the old Main Street Cemetery. Fall leaf clean ups have begun at all three cemeteries.

Motion by Hugh Curley, seconded by Barbara Olsen to accept the sexton's report as presented. Motion passed unanimously.

Treasurer's Report: Tom reported the interest and dividend income has taken a slight hit but the income from these two sources is still covering this year's budget expenses which was unchanged from last year. The expenses for the first quarter are as expected. While the majority of the maintenance fees are expended at Mica Hill, since the maintenance fees are budgeted in one lump sum, changes in the allotments can be made if more work is needed at the other cemeteries.

The portfolio has decreased significantly and is now under the targeted minimum capital threshold. One sale was made; HSBC Finance CD which came due. Three bonds that were purchased have decreased significantly in value, however, these bonds are still yielding dividends and won't become due until 2011 and 2012.

Tom has spoken with the advisors and no changes will be made at this time. Tom added this is a "forever" portfolio and no holdings appear to be going out of business. It appears Zygo may be sold in which case shares in the new company would be given in exchange for the Zygo

stocks. A significant portion of the portfolio is in cash. When the markets turn in a positive direction a portion of the cash will be reinvested in stocks.

Motion by Phyllis Naples-Valenti, seconded by Dolores Caturano to accept the treasurer's report as presented. Motion passed unanimously.

President's Report:

1. Stones in burial sites at Mica Hill. Hugh reported a big granite stone was hit while digging one of the graves at Mica Hill. He gave the sexton authorization to spend an additional \$300 to remove the stone. Hugh suggested this area be checked for additional stones and, if necessary, reassign this area as cremation plots.
2. Cemetery Stone Repair Funds. A Town Meeting was held on September 10th to approve the transfer of \$13,900 from #9280 Reserve for Cemetery Stone Repairs to # 6005 Durham Cemetery Company for Monument Restoration in Fiscal Year 2008-2009 as recommended by the Board of Finance at their meeting held August 12, 2008. This money was deposited by the treasurer.
3. Nominating Committee. All members with terms ending 2008 agreed to serve another term, and all current officers agreed to serve another term.

Motion by Hugh Curley, seconded by Laura Francis to nominate: Hugh Curley, Gerald Brown, Sr., Richard Olsen, B. Robert Atwell, Sr., and Phyllis Naples-Valenti to a three (3) year term to expire 2011. Motion passed unanimously.

Motion by Laura Francis, seconded by Simone Howe to elect the following officers for 2009: **President** Hugh Curley; **Vice-President** Barbara Olsen; **Treasurer** Tom Palmieri; **Secretary** Kim Garvis; **Assistant Secretary** Laura Francis. Motion passed unanimously.

Motion by Laura Francis, seconded by Dick Olsen to approve the President's report as presented. Motion passed unanimously.

Old Business:

1. Mica Hill Sign. Dolores provided information and prices for a new sign at Mica Hill Cemetery. Dolores received two quotes from New Haven Sign Company and Sign-o-Rama. Vivian Caturano of JCFarms gave a highly praised recommendation for the New Haven Sign Company. Both sign companies advised against using wooden signs because the wood deteriorates quickly. Hugh thanked Dolores for her time in researching the signs.

Motion by Tom Palmieri, seconded by Laura Francis to choose New Haven Sign Company to install Mica Hill Cemetery signs with black lettering on white background as proposed by Dolores Caturano, to include installation fees for a total expenditure of approximately \$630.00. Dolores to contact sign companies regarding this vote. Motion passed unanimously.

2. Durham Fair. Durham Fair went well in spite of the weather. Simone reported her encounter with a couple of young women. Laura commented the troopers were asked to check on all dark corners of the cemetery and she saw them go around to check several times.

3. Flag. Barbara reported that Mo Arcand called her and wanted to donate his battle flag to the cemetery. In the meantime, the flag at Mica Hill Cemetery needs to be replaced. The sexton is responsible for checking the status of all flags at the three cemeteries. Simone offered a flag she has on hand. The secretary suggested Simone bring the flag to the town clerk's office for pick up by the sexton. The secretary will notify the sexton about the flag.

New Business:

1. 2009 Meeting Dates.

Motion by Hugh Curley, seconded by Laura Francis to approve the 2009 meeting dates:

March 4, 2009
 May 6, 2009
 September 2, 2009
 November 5, 2009 (Annual Meeting)

All meetings to be held at 7:30 p.m., 3rd Floor Town Hall Meeting Room. Motion passed unanimously.

The secretary will contact the First Selectman's office to reserve the meeting room.

2. Detailed Sign at Mica Hill. Greg Burritt reported he had planned to repaint the big sign at Mica Hill and discovered it was vinyl. This sign will need to be replaced. Hugh asked Dolores to have New Haven Sign Company evaluate this sign and the posts and provide an estimate for replacement.
3. Get Well Card for Mary DiMella. The secretary will send a get well card to member Mary DiMella wishing her a speedy recovery from her recent operation.
4. Historically Significant Stones Sub-committee. Hugh requested volunteers for a subcommittee to meet with Fran Korn to determine stones of historical significance in order to plan work for the future, including installation of a placard with interesting historical facts regarding the Center Cemetery. Hugh asked that a report be made at the March meeting.

The Board of Finance needs to know if the renovation of headstones is an ongoing project. Laura added there should be a finite list of important stones. Barbara commented all that information is available. Hugh stated the list needs to be ranked by historical importance. A priority list needs to be compiled and then a plan made in regard to keeping historical stones in good repair. Laura commented that Ann Shepardson put together a pamphlet on stones of note and this is a good starting point, however, the information in this pamphlet is different than a restoration project list. Bob stated five (5) stones were proposed for repair, however, because the Chauncey project was so expensive, only one repair was made instead of the planned five.

Laura explained the town is trying to plan big projects so that the budget projections can remain stable and the Cemetery Company should do the same in regard to stone repair. Barbara responded a time frame for stone repairs is difficult. Gerry and Tom commented families should be responsible for maintaining headstones of their family members and the Cemetery Company can make repairs as needed to headstones of graves with no family available to provide care. A preliminary list of stones was provided by Bob. He made the list over the past few weeks. The secretary will type this list and

distribute it to members. Bob reported he and Peg have fixed and cleaned 18 stones. Simone asked Bob to provide a list of the stones he and Peg cleaned and repaired.

Motion by Hugh Curley, seconded by Laura Francis to nominate the following members to a sub-committee to identify historically significant stones: **Barbara Olsen, Simone Howe, Greg Burritt, Bob Atwell.** Sub-committee to report back at the March 2009 meeting. Motion passed unanimously.

Sub-committee to:

- a) identify stones based on historically significant person, or
- b) historically significant artwork, and
- c) to note stones on this list that are currently in need of repair
- d) suggestion made for this committee to look at Ann Shephardson's work.

Laura Francis will contact Fran Korn regarding this committee's work to identify significant stones and facts about the town's cemetery.

Adjourn: Motion by several and seconded by several to adjourn at 9:00 p.m.

Respectfully submitted,
Kim Garvis
Secretary

RECV'D: Office of the Town Clerk
December 3, 2008 at 2:34pm