

# DURHAM CEMETERY COMPANY

P. O. Box 56  
Durham, Connecticut 06422

November 10, 2010

## Minutes

President Brown called the meeting to order at 7:00 pm in the Durham Town Hall Third Floor Meeting Room.

**Officers and Directors Present:** Mary DiMella, Tom Palmieri, Dolores Caturano, Peg Atwell, kev DiVito, Gerry Brown, Dick Olsen, Greg Burrirt, Kim Garvis, Laura Francis, Barbara Olsen, Simone Howe.

**Others Present:** Ken Jay, Maggie Peterson, Bruce Tubby

**Secretary's Report:** September minutes were filed with the Town Clerk. All deeds processed, mailed and cemetery maps notated. Calls received from Frank Hendricks regarding burial of his wife in Mica Hill Cemetery. He is a previous resident of the town. Kim assisted Mr. Hendricks with questions he had about filling in the Assignment of Burial Rights form. Also received an email from his daughter Jordana Beebe regarding purchase of a lot at Mica Hill. Andy Hayman, grandson of Wilma Blakeslee, and executor of her estate, called to ask about how to handle the ownership of lots at Mica Hill and asked if it was necessary to file a quitclaim for these lots. Mrs. Blakeslee purchased 4 lots; her daughter is buried in one of the graves and her granddaughter is buried in another leaving two lots available for burial. President Brown responded that the lots would go to the next nearest living relative, which is Mrs. Blakeslee's son, Henry. Henry may then assign the lots to whomever he chooses (Mr. Hayman indicated one of the lots was supposed to go to Henry and one to himself).

Peg presented a letter from Sally Schaefer Reed, former resident of town whose brother and parents are buried at Mica Hill Cemetery. She would like to purchase plots at Mica Hill for her and her husband, who passed away in April. She explained in her letter that both she and her husband have donated their bodies to the Harvard Medical School. In one to two years after donation to the school the ashes will be sent to a family member and at that time she wishes to bury the ashes at Mica Hill Cemetery. Kim will notify Mrs. Reed that she is eligible to purchase a lot at Mica Hill and that she should contact Ken Jay.

Simone read a note from Lynn Johnson expressing her appreciation to the Durham Cemetery Company for allowing the ashes of her parents to be buried in Center Cemetery along the Durham Fair fence.

**Motion by Tom Palmieri, seconded by Greg Burrirt to approve the secretary's report as presented. The motion passed unanimously.**

**Motion by Tom Palmieri, seconded by Barbara Olsen to approve the minutes of the September 1, 2010 meeting as presented. The motion passed unanimously.**

**Sexton's Report:** For period ending November 10,2010. There were two lots and one cremation plot sold at Mica Hill Cemetery. There were two burials at Mica Hill Cemetery. The fence line at Center Cemetery was cleared. The cemeteries were mowed, and fall leaf clean up is beginning. Mary asked about the repair of leaning stones in Center Cemetery including her family stone, Gulielmetti. Ken responded that he fixed the badly leaning stones but did not fix her family's stone. He will inspect it but because of the size he will need to use a machine to fix the base. He will call the President for approval before beginning the work.

Simone noted that the regulations indicate families should maintain the gravestones. Mary explained that years ago invoices were sent out annually and that perpetual care invoices were paid by the families for Center Cemetery, therefore, the cemetery company should take care of the stones in Center Cemetery.

Motion by Tom Palmieri, seconded by a few to accept the sexton's report. Motion passed unanimously.

**Treasurer's Report:** Tom reported there has been some activity and the fund has recovered nicely. British Petroleum and Fidelity Contra Fund were sold because they were generating very little in dividends. Three funds were purchased: ADP (Auto Data Processing), Merck and Seadrill Ltd. These new funds should generate approximately \$6000 in dividend income making the total projected income about \$47,000. No other changes in funds will be made at this time, however, Microsoft is being watched because it has not performed as expected. The budget was in the negative for the first quarter, which has rarely occurred, and this was due, in part, to the Trapp grave openings done at the Durham Cemetery Company's expense, and monument repair. The budget should be back on track next quarter due to increased dividend income.

Motion by Laura Francis, seconded by Greg Burritt to accept the treasurer's report as presented. The motion passed unanimously.

### **President's Report:**

- a. Annual Report: the annual report was submitted to the Board of Finance.
- b. Daybook for Burials: President Brown stated he and the sexton had discussed keeping a daybook to record notes of each burial. Ken mentioned he has always kept records of the burials and work he's done both at the Middlefield Cemetery and Durham's cemeteries.
- c. Cremation Vaults: President Brown discussed the difficulty in finding cremains when they haven't been put in appropriate containers. He called area cemeteries and Evergreen Cemetery is going to begin requiring cremation vaults because of the frequency of requests to move cremains and the difficulty in locating cremains if they are not placed in a vault. Laura commented that the State of Connecticut considers the actual cremation - a burial. President Brown added that cement vaults are easier to locate than urns or marble boxes because of their size. There was discussion regarding changes in the current regulations to require cement vaults for cremation burials. This will be an agenda item at the next meeting.

Motion by Laura Francis, seconded by Tom Palmieri to approve the President's report. The motion passed unanimously.

### **Board of Directors – Election to 2013 Term:**

Motion by Laura Francis, seconded by Greg Burritt to nominate Mary DiMella, Tom Palmieri, Dolores Caturano, Peg Atwell and Maggie Peterson to the 2013 term. The motion passed unanimously.

### **Election of Officers:**

Motion by Dick Olsen, seconded by Ken DiVito to accept the slate of officers as presented:

Gerald F. Brown, Sr. – President  
Barbara Olsen – Vice President  
Tom Palmieri – Treasurer  
Kim Garvis – Secretary  
Laura Francis – Assistant Secretary

The motion passed unanimously.

**Reconstruction of Center Cemetery Stone Wall:** After reviewing the two quotes presented, it was determined the proposals were for different specifications and that the cemetery should provide a specified list to each contractor so that a fair determination can be made.

List of specifications:

- a. 15 feet of wall repair
- b. Tearing back the western side of the wall and using the material to make small pillars.
- c. Stone wall to end two feet (2 ft) off the tree
- d. Height of small pillars – five feet (5 ft).

### **Mica Hill Cemetery:**

- a. Trees: Discussion of tree trimming. The tree contractor reviewed this issue at the last meeting and indicated the trees are healthy and that no additional trimming was necessary at this time. He would suggest evaluating the trees periodically to determine if additional trimming is necessary.

Motion by Simone Howe, seconded by Dick Olsen that the consensus of the Durham Cemetery Company at this time is that the tree at the Weckesser gravesite does not need trimming. The motion passed unanimously.

- b. Trapp Burial: President Brown reported that the Durham Cemetery Company is using the town's attorney as its attorney. A letter was received from Mr. Trapp's attorney. President Brown reviewed the work done at the Trapp gravesite and added that he notified Mr. Trapp's attorney when this work would be done so that Mr. Trapp could attend the digging. Depth of the work went down five feet and a metal detector was used. Pictures were taken of the digging and the cemetery company's attorney was contacted again. President Brown stated the cemetery company has done everything it can possibly do and the attorney is reviewing the information. The cemetery company's attorney has not contacted Mr. Trapp's attorney yet. Discussion continued regarding EOE insurance and whether the Durham Cemetery Company is covered under the town since the cemetery land is owned by the town. Laura will contact the insurance carrier.
- c. Dirt and Topsoil Pile: Discussion regarding moving forward with road plans as proposed by Grever & Ward. Bascom & Benjamin Surveyors will stake out the road. Tom asked if the DCC could pay the town's public works staff to do some of this work. Laura responded some of the equipment might be able to be utilized and the town crew could

probably cut the road in but they could not pave it. Discussion about using processed stone for part of the road.

Motion by Simone Howe, seconded by Dolores Caturano to call Bascom & Benjamin Surveyors to stake out the beginning of the proposed road (about 50 feet) and to obtain three bids for the roadwork. Motion passed unanimously.

**Vacancies (2):** DCC directors introduced themselves to Maggie Peterson and Bruce Tubby. Both agreed to serve on the board. Maggie was voted in to the 2013 term.

Motion by Laura Francis, seconded by Ken DiVito to appoint Bruce Tubby to fill the vacancy on the 2011 term. Motion passed unanimously.

**Approval of 2011 Meeting Dates:**

Motion by Tom Palmieri, seconded by Simone Howe to approve the 2011 Meeting Dates as follows:

March 9, 2011  
May 4, 2011  
September 7, 2011  
November 2, 2011

All meetings to begin at 7:30 p.m. in the Third Floor Meeting Room at Town Hall. The motion passed unanimously.

**Adjourn:** Motion made, seconded and passed to adjourn at 8:50 p.m.

Respectively submitted,  
Kim Garvis  
Secretary