

DURHAM CEMETERY COMPANY

November 5, 2009

MINUTES

President Gerry Brown called the meeting to order at 7:35 p.m. in the Durham Town Hall third floor meeting room.

Officers and Directors Present: Greg Burritt, Kim Garvis, Barbara Olsen, Simone Howe, Mary DiMella, Tom Palmieri, Peg Atwell, Gerry Brown, Dick Olsen, Bob Atwell.

Secretary's Report: All deeds have been processed, and cemetery maps notated. The secretary has completed training with HMIS and information to the software system has been updated. Now that the election is over, secretary will begin inputting old and current data. Updated fee list sent to area funeral homes. Invoice in the amount of \$7.93 submitted to treasurer to reimburse the town for postage. Assistant Town Clerk, Alicia Fonash-Willett took some very nice pictures of the cemetery. These were shared with the directors.

Motion by a few, seconded by a few to accept the secretary's report as presented. Motion passed unanimously.

Motion by Peg Atwell, seconded by Barbara Olsen to accept minutes of the September meeting with the following corrections: "Old Cemetery" should be referred to as "Center Cemetery." The motion passed unanimously.

Sexton's Report: Ken was unable to attend tonight's meeting. He asked the secretary to submit his report. Sexton's Report for the period ending 11-04-09: there was one lot sold at Mica Hill Cemetery. There was one burial at Center Cemetery. Fall leaf clean ups have begun at all cemeteries.

Peg reported that Isaac Farnum's stone has been lying flat on the ground for over a year now. Perhaps someone else should be contacted to reset this stone if the sexton's workload does not allow him time to reset this stone. It is probably too cold to pour cement setting now; this will need to be done in the spring. President Brown will call Ken to discuss his availability for resetting the Farnum stone.

Bob mentioned Center Cemetery is all grown in again. Barbara stated the Center Cemetery is requiring more and more work to maintain than originally thought. Greg offered to do the work if Ken is too busy to take on additional maintenance work at the Center Cemetery. Simone, Bob and Peg reported they have cleaned grass cuttings off the stones several times.

Tom commented that if more work needs to be done in the Center Cemetery perhaps the contract needs to be renegotiated or an amendment made to the current contract to include more work in the Center Cemetery to keep it neat and tidy. Barbara added, before Ken was hired, volunteers did the basic clean ups at all cemeteries. It was difficult to find someone with the appropriate equipment to take over the maintenance of all three cemeteries.

An old headstone (Treadwell – Fuller) was found in front of the stone wall on the south side of the Town Hall when clean up was done in September. Simone offers to research the Town Hall records to find out where this stone belongs.

Discussion turned to hiring a different grave digging company other than Hazelwood. Question

raised, would Ken Jay be interested. Then it was reported that Al Johnson wants to bury his wife's cremains in the back of Center Cemetery near the fair, because she loved the fair so much. Mary stated it was decided a long time ago that no one else could be buried in the Center Cemetery. Several members commented that there is an area in the back of the cemetery that could be set up for cremation burials.

Motion by Tom Palmieri, seconded by Dick Olsen, to allow Al Johnson to bury his wife's cremains in the back of Center Cemetery, near the fair grounds, if it is determined space is available. A stone no bigger than 1 ft x 1 ft may be installed as long as it is flush with the ground to allow for easy mowing. On a voice vote with two in opposition the President declared the motion passed.

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

Treasurer's Report: Tom reviewed new budget which is similar to last year except additional monies are allocated for the maintenance of the Center Cemetery. The income side of the budget allows for a small cushion to cover unexpected expenses. Greg reported his hourly rate will remain the same as last year.

Tom stated first quarter income is a little less than last year. Some additional investments were made with the purchase of three stocks: ITT, Microsoft and Paychex. No stocks were sold.

Motion by Mary DiMella, seconded by Barbara Olsen to approve the Treasurer's Report as presented. Motion passed unanimously.

President's Report:

1. President Brown thanked everyone in advance for helping him to learn about the Durham Cemeteries. His experience with cemeteries in other towns will be advantageous to his new position as President of the Durham Cemetery Company.

President Brown stated Hugh Curley has officially resigned from the Durham Cemetery Company. Hugh had conveyed to him that Ken Divito may be interested in becoming a member. Kim commented that Laura Francis knows Ken Divito well. She will ask Laura to call Ken to determine his interest. Peg replied that she knows a couple of people who may be interested in serving if Ken is not interested at this time.

2. **Member Attendance:** There was a discussion regarding members' attendance at meetings. Lynne McKenna has not attended any meetings this year. Does anyone know if she is interested in continuing to be a member? Kim stated she believes Laura knows Lynne and she will ask Laura to call Lynne about her interest in continuing to serve on the board.
3. **2012 Board Members:** All 2009 board members are interested in continuing to serve.

Motion by Gerry Brown, seconded by Simone Howe to nominate the following members to a 2012 term on the Durham Cemetery Company Board of Directors: Gregory Burritt, Kim Garvis, Laura Francis, Barbara Olsen, Simone Howe. On a voice vote with none in opposition, the President declared the motion passed.

4. **Election of Officers:** All current officers are willing to serve again this year. Tom stated there should be an Assistant Treasurer to take over in the event something happens to him. He acted as an Assistant Treasurer before taking over the duties of Treasurer. Tom suggested that when seeking a new member to fill the current vacancy that some consideration be given to someone interested in serving as an Assistant Treasurer. The candidate does not need to

be an accountant but should have an interest in the stock market and be willing to take over as Treasurer in the future.

Motion by Barbara Olsen, seconded by a few to nominate the following officers for 2010 term: Gerry Brown – President; Barbara Olsen – Vice President; Tom Palmieri – Treasurer; Kim Garvis – Secretary; Laura Francis – Assistant Secretary. On a voice vote with none in opposition the President declared the motion passed.

5. **2010 Meeting Dates:** The secretary provided the list of 2010 meeting dates. She will contact the First Selectmen's office to reserve the third floor meeting room and she will file the list of meeting dates with the Town Clerk's office.

Motion by Gerry Brown, seconded by a few to approve the following meeting dates for 2010: March 3, 2010; May 5, 2010; September 1, 2010 and November 4, 2010. On a voice vote with none in opposition, the President declared the motion passed.

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

Old Business

1. **Trees:** Kim stated the Tree Warden will not be removing the tree in Center Cemetery that is causing the stone wall to crumble. Discussion continued and it was decided that the cemetery will get quotes for the removal of trees at Mica Hill and the Center Cemetery. A determination can be made after quotes are received as to how many and which trees the Durham Cemetery Company will have removed. A comment was also made that since the tree in the Center Cemetery is on town property, permission will need to be requested for its removal.

Greg spoke with Family Tree Care. He received a quote of \$1800 which was reduced to \$900. This is a very good price for the tree work needed at Mica Hill which will consist mainly of pruning, and fertilization. Removal of trees is not included in this estimate. Greg continued that now is the best time to do this work. Tom stated if partial payment is needed before work begins to let him know and he will prepare the check. Greg will ask Family Tree Care to attend the March meeting.

Motion by Tom Palmieri, seconded by Barbara Olsen to approve quote by Family Tree Care to perform the work noted on the estimate. Phase Two to be planned after initial work is completed. On a voice vote with none in opposition the President declared the motion passed.

2. **New Forms:** Gerry shared two forms used by another cemetery company:

a) Application to Open Grave, and b) Assignment of Burial Rights.

The secretary will mock up simplified versions of these forms to be reviewed at the next meeting.

New Business: None.

Adjournment: Motion made, seconded and passed to adjourn at 9:15 p.m.

Respectfully submitted,
Kim Garvis, Secretary