



CEMETERY TRUSTEES
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MINUTES OF THE MEETING

Tuesday, October 26, 2021 – 7:00 p.m. – Town Hall Conference Room

Members Present: Bob Ellwood, Michele Kaulback

Members Absent: Donna Waldron

Also Absent: Paul Hayden - Sexton

M. Kaulback opened the Cemetery Trustees meeting at 7:00 p.m. A roll call was taken by the Chair; she announced a quorum was present and the meeting was being recorded.

1. Approval of Minutes

MOTION: B. Ellwood moved to approve the minutes of January 2021, May 2021, July 2021, and August 2021 as written. Second – M. Kaulback; all in favor. MOTION CARRIED

2. Fall Clean Up

M. Kaulback wanted to wait to do fall clean up until after the Veterans flags were removed.

3. Software Update

M. Kaulback stated that A. Bauer was still entering information in Cem-Sites, the cemetery database. She will talk to A. Bauer about downloading the information to the iPad.

4. Other Business

Veterans Day: Flags will be put up in the cemetery for Veterans Day.

Budget: M. Kaulback stated that they needed to think about estimates for mowing; the Selectmen questioned estimates during the budget review. B. Ellwood responded that he contacted Pearl's Landscaping, Todd's Landscaping and Waynes' Landscaping; none could give him an estimate. B. Ellwood noted that it was a labor-intensive job. He added that it was valuable to the Trustees to try to get three estimates; last year he could not get any estimates. B. Ellwood would like to talk to someone at Town Hall about including the cemetery in their bids process. M. Kaulback noted the bid must include the approximate time it took to mow (10 hours) and that trimming around every stone was a requirement.

Stumps: Stump removal was discussed. The Trustees of Trust Funds must approve using the Perpetual Care funds. The different sections include: the school to Bramber Valley, abutting Bramber Valley and the gate towards the cemetery entrance. Jim Jones, contractor, told B. Ellwood that it would be a better

DRAFT – SUBJECT TO CHANGE

price if stumps were removed while his equipment was on-site. Top coating with dirt was discussed. M. Kaulback noted it was not required in the past and explained how it was done. M. Kaulback stated she would like to look at the estimates again.

Columbariums: The representative who was going to meet with the Trustees was unable to attend and will reschedule.

Cleaning Stones: B. Ellwood suggested not purchasing the stone cleaner at this time; it was expensive. It is more effective in warm weather than cold. They will purchase the cleaner in the spring and start stone cleaning earlier. B. Ellwood noted that they would need more epoxy. Construction adhesive (Loc-Tite) may be cheaper and work better. B. Ellwood will research further.

Streamers: The Trustees received complaints the streamers were coming down. B. Ellwood felt a piece of paper with a map would serve the purpose and be less tacky.

B. Ellwood summarized that he would take care of the mowing estimates (Town Hall) and researching stone adhesive. M. Kaulback will contact the Trustees of Trust Funds about the Perpetual Care Fund.

5. Adjournment

MOTION: B. Ellwood moved to adjourn at 7:15 p.m. Second – M. Kaulback; all in favor. MOTION CARRIED

NEXT MEETING

Tuesday, November 23, 2021 – 7 p.m., Vet's Hall – 376 Portsmouth Avenue

Submitted By: Charlotte Hussey, Administrative Assistant