

**Town of Auburn  
Cemetery Trustees  
April 28, 2015**

**Members Present:** David Jenkins and Don Dollard

**Also Present:** Susan Jenkins and Bill Herman, Town Administrator

David Jenkins convened the meeting at 7:00 PM.

**Approval of Minutes**

*Don Dollard moved to approve the minutes of the March 31, 2015 meeting with an adjustment noting that all three Cemetery Trustees were present and voting at the meeting. Seconded by David Jenkins. A vote was taken; all were in favor, the motion carried unanimously.*

**Old Business**

Mapping of Cemeteries

Don Dollard reported the latest maps of both the Auburn Village Cemetery and the Longmeadow Cemetery have been completed, and he had one set of the maps in hand. Mr. Dollard also had maps for the Fire Department and the Boy Scouts marked indicating the graves of veterans and Fire Department members for the placement of memorial markers and flags. After discussion, it was agreed that a second set of the cemetery maps was to be printed and placed on file at the Town Hall.

Fertilization of Cemeteries

Don Dollard reported he had been in contact with the vendor and arrangements have been made for the application of fertilizer to the two cemetery properties. One application for each cemetery will be done by the end of May. It was recommended to let the grass grow first and have it mowed at least once before the fertilizer is applied for the best effect. The cost for the fertilization is approximately \$550 per cemetery.

Building Repairs

David Jenkins reported the materials for the re-roofing and painting of the vault building at the Longmeadow Cemetery came to \$1,031. He indicated he will get the work done as the weather improves. Mr. Dollard thanked Mr. Jenkins for his professional review of the condition of the structure and for identifying its needs to remain a sound and usable facility.

Mr. Dollard noted the fence at the Auburn Village Cemetery may need to be painted this year as it had not been done for approximately three years. He recommended waiting

until to fall to evaluate the condition of the fence and the status of the cemetery budget. Mr. Jenkins concurred.

### Future Layout of Lots at Auburn Village Cemetery

The Trustees discussed the new cemetery maps and the layout of the new section of the Auburn Village Cemetery with all of the lots to be pre-numbered on the map. The Trustees agreed there were five plots per lot, and the number system will be added to the maps prior to the next re-printing of the maps. The lots will be numbered: Lot #1, Plot A, B, C, D & F.

### Mowing Update

Don Dollard reported Peter Barbuto will be handling the mowing and spring & fall clean-up work in 2015 for the two cemeteries. The total cost in 2014 was approximately \$9,500. David & Susan Jenkins and Don Dollard have already performed some of the spring clean-up work at both cemeteries.

### **New Business**

#### Review Budget

The Trustees reviewed the status of the budget. They noted the cost over runs experienced for the completion of the mapping of the two cemeteries. Mr. Herman indicated the Trustees are allowed to manage their operations within the bottom line of their budget, so if one area is over, they need to try and adjust in another area to stay within to total bottom-line of their budget.

Mr. Herman also noted that separate from the cemetery budget, the town budget includes \$200 annual stipends for each of the Cemetery Trustees. This was a new item in the Selectmen's budget for 2015, and at some point the Trustees should indicate if they prefer a once a year payment or a twice a year payment for the stipends.

#### Town Website Update

Bill Herman shared with the Cemetery Trustees an update on the re-design effort for the Town's website. As part of the new site, the Town would like to add a Cemetery Trustee page and include information of interest and service to the public concerning the Town's two cemeteries. He indicated at a minimum, the Town would like to include contact information; the rules & regulations of the cemeteries; Trustee meeting agendas and minutes; the rates for cemetery plots, and any forms the Trustees feel could be helpful to post. Mr. Herman had provided the Trustees with samples pages of other municipal websites to show what other communities have done in this area. He indicated the Town will be working on the site throughout the month of March and have a tentative go live date of June 12<sup>th</sup> for the new website.

## Plan for Cemetery Improvements

The Trustees began discussing various areas of work and improvement that should be considered within the two town cemeteries.

v There is a tall dead pine tree in the Longmeadow Cemetery that should be removed. It is with a grouping of pine trees, all of which possibly should be taken down. The Trustees will have someone take a look at what's needed there.

v David Jenkins suggested the Trustees walk through the Longmeadow Cemetery and identify low areas that should be filled and seeded to help level the property,

v Don Dollard noted there was about a quarter-acre in the lower back corner of the Longmeadow Cemetery where he would like to have the brush thinned out and the general area improved for future use.

v Don Dollard mentioned the Trustees may want to consider installing chain gates at the entrances to both cemeteries. He indicated he would look into costs and report back at the next meeting.

v David Jenkins noted that "No Dogs Allowed" signs were at the Auburn Village Cemetery, and should also be installed at the Longmeadow Cemetery.

v Don Dollard mentioned he would like to plant three maple trees in front of the Auburn Village Cemetery between Eaton Hill Road and the front fence of the cemetery. He indicated he was willing to donate the trees from his personal property, and felt they would help improve the overall look of the cemetery. Mr. Herman suggested checking an actual planting location with the Road Agent to ensure the trees are not affecting winter snow plowing operations.

## Vacant Cemetery Trustee Position

The Trustees noted there was a vacant Cemetery Trustee position due to the resignation of R. John Roy. The Trustees were in agreement to recommend to the Board of Selectmen that Scott Norris be appointed to fill the vacant position. Mr. Herman noted he would make sure the recommendation was on the agenda of the next Board of Selectmen's meeting on May 11<sup>th</sup>.

Mr. Dollard suggested the Trustees send a "Thank You" letter to John Roy for his service as a member of the Board of Cemetery Trustees and for his donation of an American flag to the cemeteries. Mr. Jenkins agreed.

## **Next Meeting**

The Trustees considered scheduling their next meeting for Tuesday, May 19<sup>th</sup>. It was agreed they needed to review their schedules and would confirm the meeting date later.

**Adjourn**

***Don Dollard moved to adjourn the meeting at 8:05 PM. Seconded by David Jenkins. A vote was taken; all were in favor, the motion carried unanimously.***