

**Town of Auburn
Cemetery Trustees
June 26, 2014**

Meeting called to order at 6:30 PM

Motion to waive reading, and to approve and accept minutes of prior meeting of April 4, 2014 made by Donald Dollard, seconded by David Jenkins, without discussion, and unanimously passed. (It is noted by the author herein that, for the purposes of this particular meeting, no distinction between old business and new business was had.)

Motion made by Donald Dollard to schedule regular monthly meetings on the third Tuesday, as needed, at 6:30 PM at the Town Hall. Motion seconded by David Jenkins, and passed by unanimous vote.

Discussion was had as to the hiring of an individual to take the minutes of the trustee's meetings. There was a general agreement that this should be done and all agreed that this objective should be explored as soon as is reasonably possible.

Discussion was had as to the obtaining of a fully functional fire retardant and secure record keeping filing cabinet. It was generally agreed that this should be investigated and that expeditious follow up be had.

Discussion was had as to obtaining copies of financial records, more particularly budgetary disbursements for the present fiscal year. Further, discussion was had relative to other disbursements.

Discussion was had as to re-roofing of the vault building at the Longmeadow Cemetery. It was generally agreed that this could probably wait until next year.

David Jenkins made a motion to authorize the purchase one hundred (100) pins and collars to be used to physically locate the corners of new lots. The cost of same is estimated to be in the neighborhood of five hundred twenty-five dollars (\$525.00). Seconded by Donald Dollard and passed by a unanimous vote.

Lengthy and detailed discussion was had as to the drafting and preparation of a procedure manual which would track the location of each lot sold, the location of stones on each lot. The location of each interment on each lot (as they occur) and the integration of this tracking system with existing records, to include deeds, index cards, and completed burial permits. It was generally agreed that Sue Jenkins would draft a rough list of practices and procedures to be followed when administratively processing a burial.

A suggestion was made by Don Dollard that a report be inserted in the annual Town Report briefly describing work performed at each cemetery over the past year, to include any additions, modifications or other changes in status. All agreed that this was a good idea.

Motion made by Don Dollard to authorize the payment of appropriate compensation for administrative assistance provided by Sue Jenkins, Kate Skoglund, and any other

persons providing such services to the Board. The motion was seconded by Dave Jenkins; the motion was passed by a unanimous vote.

There was some general discussion relative to the on-going surveying and mapping of each cemetery. The installation of a new spar road in the Village Cemetery was noted. Six (6) loads of material were moved in the Village Cemetery and grading, loaming and seeding were also performed there. It was agreed by all that the work was nicely done and that a very good outcome was had. In the Longmeadow Cemetery grading and graveling occurred as was needed. Similarly loaming and seeding was also done. The driveways received cold patch. Flags were replaced in both cemeteries. It should be noted that the lawns in both cemeteries are relatively healthy and well- trimmed.

A motion to Adjourn was made by David Jenkins. The motion was seconded by Donald Dollard. There was no discussion. The motion was passed by unanimous vote.

The meeting was adjourned at 9:18