

**Town of Auburn
Cemetery Trustees
October 20, 2015**

Trustees Present: David Jenkins, Chairman; Don Dollard & Scott Norris

Also Present: Kathryn Lafond, Recording Secretary

Mr. Jenkins called the meeting to order at 6:35 p.m.

Minutes

April 28th, 2015 Public Meeting

The Trustees reviewed the minutes of the April 28th, 2015 meeting. No amendments were noted.

Mr. Dollard moved to approve the minutes of the April 28th, 2015 Public meeting as written; Mr. Norris seconded the motion; all were in favor, the motion passed unanimously.

May 20th, 2015 Public Meeting

The Trustees reviewed the minutes of the May 20th, 2015 meeting. Mr. Dollard identified two inclusions he would like made to the minutes. These changes are italicized below.

After meeting with the Davis Family. *“Don informed the Board he has contacted the Road Agent relative to 4 posts for anchoring future chain gates. Mike Dross figured they could find something we could use possibly later in the year. Also, he had no problem if we eventually plant maple trees at the Village Cemetery in the area between the wall and sidewalk. Mike also had delivered a small load of loam to Longmeadow as Don had requested.”*

After continuing the meeting at the Town Hall. “Dave Jenkins made a motion to accept the proposal of Bo Cooper for the tree work at Longmeadow. *Don seconded the motion subject to the approval of the Town Administrator regarding any possibly liability issues.* A vote was taken; all were in favor, the motion carried unanimously.

Mr. Dollard moved to approve the minutes of the May 2th, 2015 Public meeting as amended; Mr. Norris seconded the motion; all were in favor, the motion passed unanimously.

Old Business

Building Repairs – Longmeadow Cemetery Update

Mr. Jenkins stated that the roof replacement is still pending. Mr. Bo Cooper is set to complete the tree work this week and then Mr. Jenkins can begin working on the roof.

Cemetery Mowing Update

The Trustees acknowledged that \$8,635 of the budgeted \$10,000 has been expended year today.

Budget Review

Mr. Jenkins stated that approximately \$19,000 of the \$25,000 budget has been expended year to date.

Mr. Dollard informed the other Trustees that he has approximately 300 hours of billable time which equates to approximately \$6,000 to put in for payment. Mr. Dollard continued that he has volunteered 169 additional hours plus paid \$300 out of pocket to Mr. Shannon Ramos for additional mapping charges. Mr. Dollard also noted that he has logged 400 miles to and from the cemeteries, handled 9 committals, he also did not bill for the epoxy of stones and helping a handicap individual locate stones when the Police Department called for assistance. Mr. Dollard proposed that the tree cutting and roof at Longmeadow Cemetery be postponed until next year. Mr. Norris indicated that he is ok with that. Mr. Jenkins stated that he can cancel Mr. Cooper's tree cutting services for this year and postpone the planned work. Mr. Jenkins commented did not have any idea that Mr. Dollard was putting in that kind of time, he thought that any timesheets and invoices were to be submitted on a regular basis to the Trustee Chairman prior to payment. Mr. Dollard explained that he thought that the mapping updates were near completion but deeds were found that shed light on errors with the maps, other errors in the records have been discovered. Mr. Dollard stated that housekeeping of the records need to be completed; he believes his fieldwork to be nearly done, his wife has also volunteered approximately 100 hours. Mr. Dollard offered to not charge for some work to keep under the budgeted \$25,000. Mr. Jenkins again commented that the Trustees can hold off on the tree cutting. Mr. Dollard suggested that Mr. Peter Barbuto hold off on the fall clean-up of the cemeteries.

Mr. Dollard noted that chains are still needed for the gates. Mr. Jenkins asked the other Trustees their opinion if the chains should be galvanized. Mr. Dollard and Mr. Norris agreed that the chains should be galvanized.

Mr. Jenkins returned to the budget discussion indicating that he did not anticipate Mr. Dollard's work to be as involved. Mr. Dollard agreed that he did not either, he hopes that in the future better record keeping is done. Both Mr. Jenkins and Mr.

Norris agreed that the records and maps needed straightening out. Mr. Dollard added that his time next year will not be as great.

Mr. Dollard discussed with the other Trustees repairs needed to the stone walls at both cemeteries.

Mr. Dollard reported to the other Trustees that he filled in with loam over 50 low places at Auburn Village Cemetery; a few representatives from Stantec Consulting volunteered their help one day and he spent 3 more days spreading loam and seeding. Mr. Dollard stated that it looks pretty good and suggested that loam is needed at Longmeadow Cemetery next year. Mr. Dollard added that the fertilization was good this year and thought that Longmeadow Cemetery could use a little more than the Auburn Village Cemetery next year.

Mr. Jenkins commented that the Cemetery Trustees were handed a mess and the work that Mr. Dollard has done was needed to get up to snuff. Mr. Dollard relayed that there were individuals buried where it shows vacant areas on the maps, etc. Mr. Dollard acknowledged that his work leaves the Trustees in a financial bind with regards to other necessary work and he did not mean to do that. Mr. Jenkins reiterated that the work Mr. Dollard has done was necessary, accurate maps and spreadsheets are need not just for them but for future Cemetery Trustees.

The Cemetery Trustees discussed what should be proposed for the 2016 budget. The Trustees agreed that Cemetery Secretary/Administration and Cemetery Salary/Wage can be level funded.

Mr. Dollard commented that the three year mowing contract is expiring next year and the Cemetery Trustees will need to put the mowing out to bid, in Mr. Dollard's conversations with Mr. Barbuto it is seems likely that Mr. Barbuto's bid will increase. Mr. Jenkins asked if increasing the Cemetery Mowing budget to \$11,000 would be more appropriate. The other Trustee agreed it would be.

Mr. Jenkins noted that \$1,130 was expended year to date for Cemetery Fertilization and suggested that this budget line be decreased to \$1,150. The other Trustees were in agreement with this.

The Trustees discussed Cemetery Property Maintenance items that were needed for next year including tree cutting at approximately \$1,500, \$1,500 for roof repairs, \$100 to \$200 for chains, signs are needed, stone and site work for the stone walls at approximately \$3,000+, the fence at the Auburn Village Cemetery needs to be painted, section 3 needs to be loamed, plus some time for Mr. Dollard to complete the record/map housekeeping. Mr. Jenkins suggested that Cemetery Property Maintenance be increased to \$9,000. The other Board members were in agreement.

Mr. Jenkins indicated that \$1,500 was budgeted for Cemetery Mapping and \$6,876 was expended. Mr. Dollard felt that the mapping costs may be as great in the coming year due to the necessary changes to be made. The Trustees agreed to increase Cemetery Mapping to \$7,000. Mr. Jenkins asked Mr. Dollard if he felt this would be an ongoing cost. Mr. Dollard stated that the cost should not be to this magnitude after next year, moving forward from there the updating of maps could probably go to every couple of years.

The Trustees agreed to level fund Cemetery Supplies, Cemetery Miscellaneous and Cemetery Dues & Membership.

It was noted that the total increase to the proposed budget was \$5,450. Mr. Jenkins noted that the budget does not depict what revenue was taken in this year. Ms. Lafond would schedule the Cemetery Trustees with the Board of Selectmen at their first November meeting.

Workshop to Update Cards

Mr. Jenkins stated that a time needs to be set up to put committal and transfer entries on the cards. The Trustees agreed to meet next Tuesday at 6:30 p.m. to do so.

Mr. Dollard provided information to Mr. Jenkins so that a plot deed could be prepared for an individual.

Additions to Website

Mr. Jenkins noted that the Cemetery Rules and Regulations are on the website and suggested that the Trustees review them for any changes. Mr. Dollard suggested that the rules and regulations address placement of cremation urn benches or monuments. The Trustees agreed to discuss the rules and regulations more at next week's meeting.

Other Business

Mr. Dollard brought up the possibility of purchasing a couple of additional acres behind the Auburn Village Cemetery from Manchester Water Works. Mr. Dollard described the area for the Trustees and depicted where the fence line is, etc. Ms. Lafond suggested that the Trustees commence discussion with Town Administrator, Bill Herman; discussions with the Board of Selectmen, Budget Committee and Manchester Water Works may be prudent from there.

Mr. Dollard discussed placing missing stones for plots that coincide with the maps. Mr. Jenkins and Mr. Norris were in agreement with doing this.

Mr. Dollard indicated that some stones need to have the grass trimmed around them so that they can be seen, he suggested that this be added to the specs when putting the mowing out to bid. The other Trustees agreed.

Mr. Dollard informed the Trustees that some stones need to be re-laid as they are uneven now due to frost, there are also trees that need to be trimmed as they hang down very low when it rains, flags need to be replaced and perhaps the cord on the flag pole at the Longmeadow Cemetery as well.

Mr. Dollard moved to adjourn; Mr. Norris seconded the motion; all were in favor, the public meeting ended at 8:05 p.m.