



**Cemetery Trustees
Meeting Minutes
Thursday, April 13, 2017**

The Trustees of the Town Cemeteries met with the Town Administrator Jim Bingham, Thursday morning, April 13, 2017 at 10:00 a.m. in the Selectmen's Office. Trustees in attendance were Gerry and Penny Courser, Don Wheeler, and Mary and Kenneth Cogswell. The meeting was held to discuss ways of organizing the responsibilities of the Cemetery Trustees. The following suggestions were proposed:

Create an annual, detailed budget for cemetery maintenance
Design a simple but detailed invoice for the maintenance staff
Establish a file at the Selectmen's Office for the Trustees to examine and approve monthly invoices before submission

Maintain a duplicate file of all invoices for the Trustees
Document all headstone restoration projects
Continue to write an annual report for the Town Report

The Trustees have been asked to provide the town with a more transparent record of monies spent on the maintenance of Warner cemeteries.

The Town Administrator would like a complete list of all the deeds that still exist from all 30 cemeteries. The Trustees were told to compile a list of names of lot owners from these deeds, the cost of each lot, and the amount of money that was allotted for perpetual care. (Interest rates are so low that hardly any income is being accrued from the invested funds that were established decades, if not centuries ago.)

The Trustees will check for old deeds in the Town Hall archives, the Town Clerk's office, the Pillsbury Free Library and their microfilm records, and the Warner Historical Society.

Once a list is completed, a duplicate will be sent to the Town Administrator's Office.

The meeting ended at 11:00 a.m.

Budget Proposal Topics

- A. Compile a list of all cemeteries maintained by Trustees of Town Cemeteries
 - B. Compile a list of all cemeteries cleaned once a year by the American Legion and the fee paid to them
 - C. Create a list of the individual cemeteries and indicate the amount spent for annual maintenance
 - D. Cost of equipment (?- No cost if maintenance staff supplies their own equipment)
 - E. Cost of supplies (? – gas, oil, etc.)
 - F. Emergency maintenance – amount set aside for tree cutting and removal, etc.
 - G. Indicate the number of mowings and trimmings for each cemetery from April through October – monthly, bi-monthly, twice a month, or less depending upon the weather (a wet summer would require more, a dry summer would require less)
 - H. Spring and Fall annual cleanup (cost?)
- 9) Maintain a separate budget for Pine Grove Cemetery (until ? - TBD)

Town of Warner Trustees of Town Cemeteries

DRAFT INVOICE

DATE work is done: _____

Maintenance Staff Name: _____

Cemetery Name: _____

Hours worked: _____

Days to complete work: _____

Description of work done: _____

Signature of Staff Member: _____

Date submitted to Town Hall: _____

Signature of Trustee (or Trustees) to verify payment:

Date verified: _____

Date submitted to Trustees of Trust Fund File: _____

Date invoice is paid: _____