

Meeting Agenda and Meeting Minutes
Cemetery Commission
29 August 2023

Summary:

A public meeting was scheduled for 29 August 2023 at the Stoddard Town Hall at 7:00 pm. The agenda and meeting minutes for the meeting are outlined below.

Agenda for Meeting

- (1) Open Discussion with Town Members
- (2) Identification of Company / Individual for Grounds Maintenance in 2024
 - a. Develop a job description
- (3) Burials (to date) in 2023
- (4) Plans for expansion of New Dow Hill Cemetery
- (5) Coverage for CC from 15 Sept to Nov 1 2023
- (6) Cemetery Upkeep / Items to address
- (7) All Other Business (AOB)

Meeting Minutes

In attendance were Jim Anderson (JEA), Bobbie Ewels (BAE) and Carolyn Ewels (CJE).

Open Discussion with Town Members: Unfortunately, the meeting was not posted, and therefore was not a public meeting as intended.

Identification of Company / Individual for Grounds Maintenance in 2024: The current Groundskeeper has indicated that he intends to relocate in the not-too-distant future. Need to identify a replacement for 2024.

- Outline of job description – upkeep of the following (mowing, weed whacking):
 - New Dow
 - Stevens
 - New Town
 - RobbAmount of time is approximately 15 to 20 hours per month; Rate is \$22 per hour.
- Plan to contact Pathways Landscaping (currently does large mowing of grounds) to see if they would be interested in doing the work performed by the Groundskeeper. If so, obtain a quote for their services.
- Plan to meet with Board of Selectmen to raise awareness of the plan and potential budget implications.

Burials (to date) in 2023: The following burials have happened, to date, in 2023:

Michael Turner
Lewis Clark

Antonia Sullivan

Plans for expansion of New Dow Hill Cemetery: New Dow Hill currently has 27 available plots as of August 29. Plan to obtain estimates to have the open space surveyed in 2024 and put it into the budget for next year. Some specific steps:

- Contact NH cemetery group for thoughts on positioning of the grave sites.
- Contact surveyors to obtain quotes for a price estimate for budget purposes.
- Plan to discuss budget implications with Board of Selectmen

Coverage for CC from 15 Sept to Nov 1 2023: All three board members will be out of Town from 15 September to 01 November 2023. Groundskeeper has agreed to cover for the committee in terms of marking a grave site, as needed, during that period.

Cemetery Upkeep / Items to address: The following items were identified as needing work soon and will be worked on by the Committee:

- Replacement Gate in New Town Cemetery.
- Gate cleaning (lichen) for all locations.
- Evaluate need for Cleaning Headstones.
- Do a visit to all cemeteries in town to check for potential fall maintenance.

AOB:

- Discussion of migrating the internal CC database to the town and creating a location for team meeting minutes.
- Need to mark cornerstones for a few plots in New Dow Hill; contact one family about incorrect placement of corner stones.
- Add a map of flag placements for Veteran grave sites / with pictures to internal data base. Consider adding a pin / map placement.
- Look for additional members for next year and also consider ways to build town groups participation