

**Minutes from 12/11/19 Cemetery Commission meeting**  
**6:30 PM**  
**Town Hall**

*Approved at the February 12, 2020 meeting*

Members present: Walter Tibbetts (WT), Raymond Cusson (RC), Janice Stone (JS)

1. Review & approve minutes of 11/20/19 meeting. JS made the motion, seconded by WT to approve the minutes. WT & JS voted in favor. RC abstained (absent from that meeting).
2. Gravestone Repair Project RFP. WT discussed timing for release and the work with Town Administrator. We can decide. Too snowy for people to see the gravestone bases well at this time. WT is putting it together and will include the methods and specifications included in the professional assessment. Plan is to get RFP out by the end of February, for review & decision in March. Work can be done April-October?
3. Veterans' Heritage Grant. JS drafted a support letter to submit with the full grant application. She is requesting one from Cemetery Commission, Selectboard, Friends of Historical Commission, Veterans' Agent and Historical Commission. WT and RC reviewed the support letter and all agreed to sign and submit it. Grant paperwork due before January 13, 2020. Total estimated cost of work (painting of War Memorial and restoration of 7 gravestone memorials belonging to Veterans) is \$4210, so grant request is for \$2105 (50%). This will piggyback with the other gravestone repair work being done this summer. Part of the match uses CPA funds.
4. Cemetery Policies and signs. RC will send WT and JS a copy of what will be on the signs. RC said the price for each sign was \$75. WT made the motion, seconded by JS, to order one sign with regulations and one "Please respect..." sign for West Cemetery, pending finalization of the wording by the Commission.
5. Cemetery Commission seat. WT mentioned that his seat is up for election this year, so he will get the paperwork and signatures done to continue.
6. Status of West Cemetery survey work. WT discussed what he has learned from the surveyor so far. The lanes are skewed but parallel. Do we want an accurate map of what is on the ground, or a version that tries to agree more with the plan we have? Commission agreed we want a map that shows where things actually are.
7. Web site. WT reported that there is a webpage for the Cemetery Commission, it just needs to be filled in. Commissioners should make a list of things to put on the webpage. Rates, updated policies, Green Burial info, contact info for sure. JS offered to write up a short description of each town cemetery with a photo or two as well for the webpage.
8. Next Meeting Date. Commission agreed on Wed. February 12 at 6:30 PM.
9. Adjournment at 7:40 PM. RC made the motion, seconded by WT. All in favor.

Submitted by

*Janice Stone*