

**Minutes from 6/8/20 Cemetery Commission meeting**  
**6:30 PM**  
**Remote Access Meeting with Zoom**  
**(Under Emergency Order for Pandemic)**

*Approved at the September 9, 2020 meeting*

Members present: Walter Tibbetts (WT), Janice Stone (JS).

Visitors: Leslie Luchonok

1. Review results of reference checks for bidders for gravestone repairs. JS and WT had divided the references between them, with both checking some of each bidder's references. WT took the first 5 references for Colonial Stone, and JS took # 6-10. JS took the first four references for Historic Gravestone Services, and WT took the fifth through seventh. Several of the reference calls took many tries to reach the person named, a few of the people listed had retired or changed jobs and were no longer available to ask, and two were wrong numbers. WT had developed a list of standard questions to ask all the references, which they followed. WT and JS received similar responses for both candidates. References were very positive, considering both candidates to be exceptional in their work, attitudes and helpfulness. WT and JS agreed that the references were very positive for both candidates.
2. Award bid. Commissioners discussed the bids, and agreed to award the contract to Historic Gravestone Services since they were the low bidder, had great references (and is also local).
3. Next steps. Today is the day the Town is supposed to announce the awarding of the contract. WT will let Town Administrator Rebecca Torres know the results tonight after this meeting so she can contact the bidders. It should take a week to get the contract signed, Town Administrator is responsible for seeing that is done as Procurement Officer.
4. Set Next Meeting Date. Commission will wait on next meeting date until contract is signed so they can hold a meeting with the contractor at the West Cemetery.
5. Adjournment at 7:20 PM. JS made the motion, seconded by WT. All in favor.

Submitted by

*Janice Stone*

Secretary, Cemetery Commission