

Lyme Cemetery Trustees Meeting Minutes

DRAFT

Date: April 5, 2013 9:00 am

Present: Michael Hinsley, Lara Dwyer, Laurel Ross

Minutes prepared by: Laurel Ross

Topics Discussed

Chair: Michael Hinsley nominated Laurel Ross as Chair of the Cemetery Trustees and all voted in the affirmative.

Sexton Position: Michael Hinsley recommends appointing a sexton and two assistants to take care of mowing of all cemeteries and burials in burial grounds in the town of Lyme. This recommendation was voted on and passed unanimously. Michael also recommends appointing Bill LaBombard to the Sexton position and hiring Wayne Bates and Danny Currier as his assistants. All agreed, and Michael will offer these positions to them. The Sexton position will be 16 hours a week, and the assistants will be a total of 12.5 hours a week. These positions will be re-evaluated on an annual basis.

Memorandum of Understanding: Was reviewed. Michael Hinsley set a motion to empower Dina Cutting to communicate seasonal employee salaries, time frame of employment, and expected weekly hours. Dina will also handle employee time cards and paychecks. Trustees will need to okay submitted hours only if the hours are more than the above agreed weekly hours. Trustees will also be responsible for 3 month evaluation and annual evaluations, as reflected in the Memorandum of Understanding Draft. This was discussed with Dina Cutting who will adjust the Memorandum of Understanding Draft and submit to the Select Board. All present vote in favor of these changes.

Oversight of Cemetery Trust Fund: Michael Hinsley recommends that the Trustees of the Trust Fund have responsibility for the maintenance and oversight of the Cemetery Trust Fund. This was agreed by all present, and is reflected in the draft of the Memorandum of Understanding.

Cemetery Records Book: Patty Jenks presented the Cemetery Record book to the Trustees that is in disrepair. The chair made a formal recommendation to get a quote to rehabilitate the book, and all voted in the affirmative. Patty Jenks will get a quote for the cost. It was discussed that potential funding of this project would come from the Wise Fund.

Cremation Lots: it was discussed that cremation lot head stones in the Highland Cemetery shall be allowed to be the same size as regular lots.

Burial rules in old Cemeteries: it was suggested by Lara Dwyer based on previous recommendation from Jean Smith, past Chair, that a formal rule needs to be put in place to prevent burial in old cemeteries. Michael Hinsley suggested that families who still have open lots in one of these cemeteries would be exempt from this rule. No formal decisions were made at this time, discussion on this topic will continue at the next meeting.

Memorial Garden Gate: It was proposed by Laurel Ross to erect the gate in the Memorial Garden. Michael Hinsley agreed to look into securing and installing the gate. New plantings need to be done on either side of the gate.

Gardening: clean up for spring will be started soon, including bed cleanup, creating a new bed around the new sign post for the Old Cemetery, and new rose plantings in the Memorial Garden in Highland Cemetery. Laurel Ross will contact Jim Amber about these projects.

Future Meetings:

Select Board Meeting next Thursday, April 11th at 9:00 am. Lara Dwyer and Michael Hinsley will be present to sign the final copy of the Memorandum of Understanding.

Next Cemetery Trustees meeting date: TBD