

CEMETERY COMMISSION
MEETING MINUTES
January 14, 2014
6:30 PM
Conference Room C

Present: William Graham
Maureen Sargent
William Pantazis

Also

Present: Daniel Nason, DPW Director

NEW BUSINESS

1. Approval of Street Signs in Howard St. Cemetery

Mr. Nason brought a sample sign to the meeting, explained how the streets in the cemetery will be named after trees with the exception of Kizer - out of respect for the Family that donated the land for the newer section of the cemetery. He would like to purchase as many signs as he can with this years budget, then the remainder out of next years budget.

Move: To accept the street signage and names for signs.

Seconded: Ms. Sargent

Vote: Unanimously passed

2. Review current rates to determine how we compare to surrounding towns

A few handouts of surrounding town's rates were handed out and reviewed. The commissioners suggested that an excel spreadsheet be done showing comparisons for next meeting. Also would like COMPS of like towns, Westboro, Holden, Grafton etc.

3. Review Cemetery Regulations

Mr. Graham made several suggestions as to wording changes. He also suggested that sections be identified such as A1, A2 etc. These changes will be typed up for review at the next meeting. No action was taken to change the current regulations at this meeting.

4. Review Budget Items

Mr. Nason handed out a budget sheet for review. No specific Cemetery line items are listed as it is difficult to pinpoint funding and for flexibility. Among the discussion was the hope for an automated system to layout the master plan of the cemetery, including lots, names, open spaces etc. Mr.

Nason has had an AutoCAD survey (6,000.00) to assist the department with long term planning. Now he is looking into software packages; Geo Maps due the archaic/manual nature of the current records.

- Next Meeting:

Next meeting is scheduled for: Tuesday, May 13, 2014 at 6:00 PM.

Adjourn:

At 7:50 pm, the meeting was adjourned.

Respectfully submitted,
Robbie Powers, DPW Administrative Assistant