

Calais Cemetery Commission Meeting Minutes

November 19, 2015

Town Clerk's Office

Present: John Simanskas, Fletcher Dean, Juanita Nunn, Jennifer Whitman, Randy Koch

Guest: Sexton Wyatt Healey

John called the meeting to order at 7:05.

Minutes of the October 22nd Commissioners' meeting were reviewed and approved.

Sexton's Report:

Wyatt has closed up the cemeteries for the winter, installed granite posts at Shortt and a gate at Hudson.

Fiscal Year 2015/16 Budget:

Commissioners reviewed budget expenses to date.

Fiscal Year 2016/17 Budget:

Randy presented a budget proposal of \$49,000 (level funded from FY 2015/16) - \$35,000 for regular maintenance, and \$14,000, to be a separately warned article, for deferred maintenance projects ("warranty work"- Ainsworth, Robinson, Old West Church; Shortt - pressure wash and repair headstones, install fence; Ainsworth - install fence; soil remediation at Ainsworth, Hudson and Robinson; and misc. supplies incl. paint, topsoil, grass).

John made a motion to adopt the proposed reg. maintenance budget of \$35,000. Juanita 2nd. Approved.

Jennifer made a motion to adopt the deferred maintenance budget of \$14,000 to be a separately warned article. Randy 2nd. Approved.

Randy also presented a Capital Improvement Plan to proactively address deferred maintenance through FY 2022/23. Randy made a motion to adopt this plan as a "work in progress". John 2nd. Approved.

Town Report:

Commissioners reviewed projects completed in 2015. Fletcher will include these in the Cemetery Commissioners' Town Report.

Bliss Cemetery:

Jennifer expressed interest in researching its history and present condition.

Mapping:

Juanita reported on her and Fletcher's research of cemetery records and maps at the Town Clerk's office as the first step of our goal to have consistent mapping of all town cemeteries. They will look into a software program by Potem Cemetery Management.

General Discussion:

Fletcher will contact U-32's Vermont Youth Conservation Corps (VYCC) to see if they are able to help with brush cutting in the spring.

Meeting adjourned at 9:00.

Cemetery Commission meets on the 4th Wednesday of the month in summer and bi-monthly thereafter.

Next meeting January 27, 2016

7 PM

Town Clerk's Office

Respectfully submitted,

Fletcher Dean

November 23, 2015