

Calais Cemetery Commission Meeting Minutes

April 25, 2018

Town Office

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

Guests: Sexton Wyatt Healey, Barb Baird

John called the meeting to order at 7:05.

Barb Baird will lead the volunteer headstone-cleaning day on May 19, beginning with a tutorial at 9 AM. John will procure a tank with water. Fletcher will advertise the event via public media and purchase supplies. Jennifer will create a poster.

Minutes of the commissioners' Feb. 21st meeting were reviewed and approved.

**Sexton's Report:** Flags have been ordered and received. Wyatt plans to open the cemeteries by May 1<sup>st</sup> and install Janes fence in July.

**2017-18 Budget:** Commissioners reviewed budget. Granite posts for Janes Cemetery have been procured.

**2018 Projects:** Begin cleaning headstones in lower Old Fairview Cemetery with Barb. Randy will get a quote to wash upper sections and repair broken & leaning headstones.

**NEMRC Cemetery Software:** The town's administrative assistant left his position and Juanita has not been available to transfer data. Jennifer will check with the town office to see who will help with the software data program.

**Endowment:** \$141,569.88 as of March 31.

**Personnel matters-Executive Session:** Fletcher made a motion to go into Executive Session at 8:10 PM for the purpose of discussing personnel matters in accordance with 1 VSA subsection 313 (a)(3). The motion was seconded, voted on and carried (4-0). The regular session resumed at 8:55 PM.

Meeting adjourned at 9:05.

The Cemetery Commission meets on the 4<sup>th</sup> Wednesday of the month in summer and bi-monthly thereafter.

**Next meeting May 23, 2018**

**7 PM - Town Hall**

Respectfully submitted,

Fletcher Dean

May 1, 2018