

Town of Calais Cemetery Commission - Special Meeting Minutes

01/25/2023

02:00 pm Calais Town Office

Members present: All

Public: None

Additions to agenda – None

Called to order at 2:10 PM

Approve Minutes from

Sign Orders: Orders signed off on them.

Barbara Butler/Joe (Kirkyard Services) on Invoices: Barb asked if we could adjust our invoice process to get them handled faster. Michael is taking the job of coding and signing off on the invoices as he is closer and willing to. We need to figure out the 11/13/2022 Invoice for \$1300.

Table at Community Resources Celebration: Discussed and decided to all attend, and represent the commission, elicit volunteers for painting, and mingle with the community.

Adding Cemetery Records to Town Database: Jeremy, town clerk, came and showed the commission the various locations for maps and records, and discussion about how to do the training with Wendy from Nmerck. Jeremy is willing to designate a laptop for the commission to use, and get the software loaded. Discussed a couple people doing the actual entry so not everyone is, ways we can all help with it. Jeremy gave Laura Dailey a key to the outer office, and Jeremy is willing to designate a cabinet for use after hours if needed. Will schedule at Wendy's convenience.

Copies of Maps: We reviewed existing maps and Shari will take some to the copy place in Montpelier to make some working copies for us and Joe.

Shari Made a motion to adjourn at 3:45 p.m. Motion approved. Meeting adjourned.

Signed _____

Signed _____

Signed _____

Signed _____

