

APPROVED –
Peacham Cemetery Preservation Committee Emergency Meeting Minutes
May 22, 2020

Present via phone or video

Committee Members: Annette Lorraine, Bob Morgan, Karen Lewis, Becky Jensen

Public: Beatrice Ring

Annette Lorraine called the meeting to order at 3:45pm EDT. Becky will take minutes.

Additions to the agenda: No additions to the agenda.

Sexton job description discussion:

Annette gave a brief overview of the current job roles.

Job is seen as two parts – grounds work and paperwork / selling plots. The Committee agreed that the job should be separated into two, a Sexton and a Cemetery Administrator.

Annette will approach Ron to see if he would be interested in the role of Sexton, for the remainder of 2020, with the following responsibilities:

- Continue as designated grave digger and all that that role entails
- Direct corrections crew as to areas to mow
- Perform other landscaping needs such as weed whacking, brush removal, bush trimming
- Obtain contractors for tree work, surveying, and stone work, as needed and approved by the Committee and the Select Board
- Stone work – setting of corners, cleaning (or coordinating of contractors)
- Develop a plan of work in order to aid in maintaining the cemetery, developing the cemetery, and creating future budgets

Annette to ask what remuneration would be needed by Ron and whether it would be as a contract or as an hourly employee of the town.

The Cemetery Administrator would have the following responsibilities:

- Show people plots for sale and arrange for sales of plots
- Handle paperwork for sales
- Keep a database of all plots, interments, and status/location of associated paperwork
- Track cemetery finances including payments to contractors, upkeep bills, and plot sales
- Maintain an inventory of tools and supplies owned by the town for use in the cemetery

Becky will write up job descriptions for both the Sexton and The Cemetery Administrator for approval at the next meeting and forwarding to the Select Board prior to advertising for the Administrator job.

Beatrice will supply the description of the Danville Sexton for reference. Beatrice will also send a copy of the Cemetery's budget to the Committee to help determine funds available for paying

Sexton and Cemetery Administrator and conducting necessary contracted upkeep as well as for use in preparing the 2021 budget.

Records returned by Cheryl:

Karen will examine the records and prepare for retention, archiving, and disposal as appropriate.

Green Burial:

Bob will send out information prior to the next meeting.

Next meeting: June 2, 4:00pm EDT.

Meeting adjourned at 4:50pm EDT.

Respectfully submitted,
Becky Jensen

DRAFT