

**UNAPPROVED –**  
**Peacham Cemetery Preservation Committee Meeting Minutes**  
February 4, 2021

**Present via video**

Committee Members: Annette Lorraine, Karen Lewis, Becky Jensen

Annette Lorraine called the meeting to order at 12:05pm EDT. Becky will take minutes.

**Public comment:**

No public comment.

**Additions to the agenda:**

No other changes to the agenda. But the minutes of the September 1, 2020 meeting will need to be approved at the next meeting to give people time to refresh their memories.

**Spring Work Day and Planning:**

It was decided to have a work day to clean up after the winter on May 8. The Tree Board will be encouraged to attend to offer their opinion of the trees. All agreed that the trees in the Cemetery are the responsibility of the Cemetery Preservation Committee and the Sexton, not the Tree Board. However, if the Tree Board has ideas and funds that align with the goal of the Cemetery, who are we to refuse new trees out of their budget.

Need to remind Ron Craig, Sexton, that we will need flags for Memorial Day. Also ask if he needs any assistance in placing the flags.

Mowing should be done before Memorial Day, July 4<sup>th</sup> and Labor Day. This is handled by the town, but the Cemetery Preservation Committee feels these are the minimum times need to keep the cemetery looking nice for the public.

There was discussion about cleaning and repairing the stones and the need for an overall plan for cemetery maintenance. It is unclear how much of the cemetery has had any cleaning or repairs recently, but it is believed stones near the shed had been cleaned within the last three years. Karen Lewis will call Kirkyard Services to see if they can give more details as to areas cleaned or stones repaired. Annette Lorraine will contact other possible cleaners. Discussion ensued concerning what funds are available for cleaning and maintenance beyond the budgeted amounts – the endowment or the capital funds – and how they can be used.

Becky Jensen and Karen Lewis will work with the Sexton to develop a maintenance plan. Annette will also work with the Sexton to build long term relationships with contractors.

**Potential New Committee Member:**

The board would like to expand to the five members that we had originally. Jim Barlow's name was suggested and accepted by all as a possible fifth member. Annette Lorrain will pass the recommendation on to the Selectboard.

**Discussion of Administrative Work:**

We are still looking for a commercially available database that meets all criteria for the cemetery – wanting all data (photos, GIS location, deeds, addresses, interred, headstone data, etc.) related to each plot in one easily accessible location. Annette Lorraine will contact a variety of larger towns to see what is being used in Vermont. Becky had previously contacted small towns without much luck regarding a usable system.

Annette Lorraine suggested we consider using some of the budgeted funds to hire an Administrative Assistant to start developing institutional memory, to make calls, to arrange purchases, and to start work on a database. For this year we felt that about \$900 would be available for such a position.

**Future Agenda Items:**

Karen Lewis' and Bob Morgan's discussion with Dave Jacobs about the plan he proposed several years ago.

Results of survey of other town's use of cemetery databases.

Green / Natural Burial

No date was set for the next meeting.

**Adjourned at 1:08 pm EDT.**

Respectfully submitted by  
Becky Jensen