

MINUTES APRIL 27, 2018

TOWN CLERK
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COMMISSIONERS PRESENT: Debra Stewart, Michael Kastrinelis, Rock Dower

OTHERS PRESENT: Robert Guptil, (Special Advisor to the Commission)

CALLED TO ORDER: at 16:35 by Chairperson Stewart

A motion by D. Stewart and 2nd by R. Dower to accept the minutes of April 17, 2018 was made. The vote unanimous; 3-0

2. R. Dower reported that Bob Polizzoti had the water turned on at the Cemetery and that he had repaired 3 or 4 leaks.

3. A motion by M. Kastrinelis and 2nd by D. Stewart to have the Finance Director post the part-time for help. Vote unanimous 3-0

4. A motion by M. Kastrinelis and 2nd by D. Stewart to have the Finance Director use the CPA funds from the Document Management Account to purchase a computer, monitor, printer/copier, and external hard drive, and any other associated software for the system.

5. Front entrance: Check the landscape architect's layout for the placing of trees at the front. M. Kastrinelis will contact Northeast Nursery about pricing. A motion by M. Kastrinelis and 2nd by D. Stewart to install 4 Elm trees of the disease resistant type. Vote unanimous, 3-0. A discussion was held on signage for the front entrance. A 4' by 8' map of the Cemetery would be helpful to the public. R. Dower will check with the Sign Center in Haverhill. A motion by M. Kastrinelis and 2nd by D. Stewart to get a CAD image on vinyl not to exceed \$3000.00 for the office was made. Vote was unanimous. 3-0.

6. Restoration of old burial grounds: This will be a 3 phase project; 1st RFP for the project; 2nd Review of the project; 3rd Award bid. This part of the project will take care of about 1/3 of the old burial grounds. The Finance Director will need the scope of the work to be performed, to be able to go out for an RFP.

2.

April 27, 2018

A motion by D. Stewart and 2nd by M. Kastrinelis to start the process to restore the old burial grounds, Vote unanimous 3-0. Robert Guptil offered to put the specifications together so the Finance Director can put the RFP out for the project

7. Deeds- M. Kastrinelis will print up the deed for an owner who purchased a lot last week, and have it ready to be signed.

8. Town Meeting will be voting on the funding for engineering for the new section of Cemetery property. A correct and accurate map of the Cemetery has to be ready for this.

9. A discussion was held about the job description M. Kastrinelis had put together using the various job descriptions given to the Commissioners.

10. R. Dower reported that Methuen Memorials contacted him in regard to the damage on a particular headstone. A motion by R. Dower and 2nd by M. Kastrinelis to have Methuen Memorials repair the headstone, the cost not to exceed \$1,350.00. Vote was unanimous 3-0. It was discussed that True Green should continue with the work they did last year. A plan to develop Pine Ave. in the future was discussed. R. Dower is checking on the mowers to be repaired. M.B. Tractor, Plaistow have ordered the parts to repair the X-Mark mower. Headstone repair will continue depending on funding. Discussion on the Perpetual Care and the Sale of Lots accounts as to which account can be used for what purposes.

A motion to adjourn was made at 18:39, the vote was unanimous; 3-0

Respectfully submitted,

Rock Dower, Clerk