

RIVERVIEW CEMETERY COMMISSION

JAN 16 PM 12: 23

MINUTES DECEMBER 11, 2017

TOWN CLERK
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Executive Session with the Board of Selectmen

Commissioners Present: Debra Stewart, Michael Kastrinelis, Rock Dower

Selectmen Present: M. Wood, L. Dube-Carpenter, Wm. Dunn, Wm. O'Neil, and E. Watson.

Others Present: Kyle Warne, CPA from the firm Powers & Sullivan, LLC; auditors for the Town.

Call to Order: by Selectman Chairman Wood for the Executive Session.

A general discussion was held on the state of the Cemetery. How the Cemetery works was explained to the Selectmen. How the Commissioners will go forward from this point, as the Cemetery Superintendant resigned from his position. The part-time worker is doing a very good job and it was agreed by everyone that this part-time worker will be asked to continue to work part-time using the salary from the superintendant.

Selectman Dunn stated that years ago when he was on the Commission a part-time Superintendant was hired along with a full time worker. At this time the Cemetery budget could not afford this. A question arose if the Cemetery budget was cut down at some point.

The Selectmen want to make sure that the burial and cremation policies are written down and put into place.

The hourly rate for the laborer needs to be looked into, along with job descriptions for laborer and superintendant. The superintendant should have some computer skills along with knowledge of cemetery procedures.

The Executive Session was adjourned at 18:28.

The Selectmen left to start their meeting along with the auditor.

Dec. 11, 2017

Call to Order: at 18:34 by Chairperson Stewart.

3. A motion by D. Stewart and 2nd by M. Kastrinelis to accept the minutes of Dec. 1, 2017 as emailed to the Commissioners was made. The vote was Unanimous.

4. Current status of finances is ok.

5. A deed for Mrs. Fontaine has deed developed and needs to be signed by the Commissioners.

6. Billis Property; a meeting with the Planning Board is scheduled for Dec. 19, 2017. No up to date plans have been sent to the Commissioners.

7. Cyclone Rake- a quote is needed

8. Town Report-The Chair is putting it together. A fiscal report on revenues is needed from the Town Hall, along with the number of burials and cremations from the Commission.

9. The Chair reported that several funeral homes have called the Town Hall to ask questions in regards to the cemetery about operations. The question came up as to who is plowing the cemetery roads? A sewer cover was damaged. The Road Commissioner will be notified to have it repaired.

10. The Chair reported that there a bills in the Commissioners mailbox that need to be paid. A warrant needs to be made up for this.

The next meeting will be held on Jan. 5, 2018

A motion to adjourn and 2nd was made at 19:09-Vote was Unanimous

Respectfully Submitted,

Rock Dower, Clerk