

# DRAFT

Nelson Cemetery Board

Minutes of Meeting: 29 May 2013

Members Present: Trisha Jones (via speakerphone), Judi Lang, Tom Newcombe, Edith Notman

Edith brought the meeting to order at approximately 7:22 PM in the Nelson Library.

Tom agreed to be scribe for today's meeting.

The first agenda item was to debrief on the Sexton candidate reference calls made since the last meeting. Judi moved that the Board go into Executive Session since this discussion would include details related to prospective Personnel; Edith seconded the motion and the Board voted unanimously to enter Executive Session at approximately 7:25 PM.

The public portion of the meeting resumed at approximately 8:10 PM.

There was discussion of the scheduling timeframe for interviews with the 4 Sexton candidates selected for evaluation. Trisha will be home from Colorado the week of June 17<sup>th</sup>. Edith has a trip to New York from June 7– 10. Tom is away on vacation from June 20<sup>th</sup> until July 8<sup>th</sup>. There was some discussion of possible locations for the interviews. Edith will find out if the Library could be used after hours.

Trisha mentioned the importance of preparing a list of questions to ask during the interviews, to make sure we evaluate all candidates on the same basis. She agreed to draft a set of questions covering the most relevant aspects of the Sexton job requirements. She will email the list to other Board members for future discussion.

Edith raised the question of salary for the new Sexton, and how to compensate for costs related to equipment that the future Sexton might own and be able to use on the job. Trisha said that the most recent rates (paid to the former Sexton) were \$17 per hour, plus an extra stipend of \$4 per hour for usage of his personally-owned equipment. Gasoline is provided by the Town. We need to decide prior to the candidate interviews whether these same rates will be offered to the new Sexton, or whether any adjustments should be made. The fee charged for burial arrangements must also be reviewed.

Regarding the possibility that the selected candidate will not be in a position to provide or transport the needed equipment, the Board agreed it would be prudent to obtain some cost estimates in case we have to purchase the equipment. Edith agreed to discuss recommended equipment sizing and specs. with former Sexton Bob Jones, as a basis for price shopping. Regarding possible funding sources for equipment purchases, Tom reported that the most recent 'Interest' balance in the Munsonville Cemetery Fund is \$2,477. Edith passed out copies of the terms and conditions agreed when the Munsonville Cemetery was donated to and accepted by the Town; it seems clear that the accrued interest in this Fund would be available to expend in any way that supports the maintenance of either or both cemeteries in Nelson. Tom reminded the Board that we have no interest accrual available in the Nelson Cemetery Fund because the earnings are withdrawn each year and given to the Town's General Fund.

Edith reported on a few specific cemetery repairs needed, and action plans were agreed.

There was discussion about the disappointing Memorial Day experience regarding the placement of flags and geraniums on the graves of veterans. Some alternatives were mentioned, including the idea of constructing centralized memorials at each cemetery for the proper placement of flags and flowers to honor our deceased veterans, instead of placing flags and flowers on each individual veteran's gravesite. Such an arrangement could be more efficiently and respectfully managed, and also save money. Judi moved and Edith seconded a motion to proceed with pursuing this idea in more detail, with the goal of presenting a plan for comment at next year's Town Meeting.

The meeting was adjourned by unanimous consent at 9:00 PM.

Respectfully submitted,

Tom Newcombe  
Trustee