

Cemetery Trustee Meeting
Friday November 17, 2017

In attendance: Marie Grella, Lisa Eastland, Mike Akillian and Pat Delisle.

Meeting called to order at 1pm by Chairman, Marie Grella

No Citizen Forum.

Lisa moves to accept the minutes of October 19 as amended, Marie seconded. All in favor, motion passes.

Surveying of Forestview Cemetery; the proposed survey is very extensive, currently the trustees have is an approximation. The proposed survey will give the trustees actual boundary markers and set the initial marker for where the grave will be placed. Lisa had received an email containing the breakdown of cost to do this survey (\$12,000) and will send it to the other Trustees.

Maintenance Invoice to Town; This is the invoice received from the Town for the maintenance of the cemeteries. Cynthia suggests (in an email dated 10/18/17) that \$500.00 from the Putnam Trust and \$500.00 from the Wilkins Trust; \$1000.00 from the Unrestricted Trust, with the balance of \$13,653.82 from the Perpetual Care Trust. Lisa makes a motion to accept Cynthia's breakdown of payment from Trust Funds, Marie seconds the motion, motion passes.

Discussion of Trust Funds; There is a Cemetery Lot Maintenance Trust Fund that has \$175,945.00 in it. It is making relatively nothing and they are making no money on it. Lori Mix recommends moving the available funds to a 6 month CD for 1.3% interest or 12 month for 1.5% interest. The trustees need to decide on a time line for when funds will be needed for Forestview Cemetery. The balance of \$105,000.00, once the \$70,000.00 is withdrawn, should be placed in a 12 month CD. Lisa makes a motion to have the Trustees of the Trust Fund move all available money from the Cemetery Lot Maintenance Trust Fund with the deduction of the requested \$70,000.00 approved by the voters in March of 2017 to spend on Forestview into a 12 month CD, seconded by Marie, all in favor, motion passes.

Another thing about the Cemetery Lot Maintenance Fund is the warrant article to ask that the Cemetery Trustees can be the agents to expend so that they don't have to go back to the Town every March to withdraw money from the Cemetery Lot Maintenance Fund. Jim O'Mara has sent a sample warrant article for the Trustees to review. "Shall the Town vote to appoint the board of Cemetery Trustees as agents to expend from the Cemetery Lot Maintenance Trust Fund, previously, established by warrant article 22 at the March 1987 annual town meeting. Majority vote required." The Cemetery Trustees currently have a proposal to repair the other half of the wall at the Town Cemetery that this fund would be drawn from to pay the bill.

Forestview; Mike asks what policies the Trustees are following around having to go out to bid for this kind of work? The Trustees were working with Nate Jensen. Do the Trustees need to get 6 bids per task or since its one project can they put all the tasks in one bid? Mike states that there are multiple projects that can go out in an RFP or RFQ.

The Board of Selectman gave their approval 1 or 1.5 years ago to continue with Altus Engineering and Doug Grenier because there was an existing relationship with them without having to go through the bid process. However, when they spoke with Bartlett about surveying and got a \$12,000 proposal back, Lisa thought it was high, however Gordon thought it was on

51 track. Mike thought it was agreed on at the last meeting that someone was going to check with
52 Jim about what needed to go out to bid as the Trustees already had a lot of data files. Details and
53 needs for a survey will be added to the agenda for the next meeting. Details regarding what
54 should be included in a survey. Lisa calls Jim O'Mara and asks if 2 additional bids are required
55 as they have a bid from Bartlett for Forestview in the amount of \$12,000.00 (over \$10,000
56 requires 3 bids). The suggestion is that 2 additional bids be obtained. Also, Lisa explained to Jim
57 that one year to one and a half years ago Nate asked at a BOS meeting if the Trustees needed to
58 get multiple bids for the Cemetery Building project in general or could they grandfather Altus
59 Engineering in? The trustees have been proceeding under the assumption and the answer of
60 "yes" they can grandfather Altus in and they don't need to bid out the entire project to another 2
61 or 3 people. Altus has been involved in this project since 2009 and their proposal is
62 \$43,000.00. Jim suggests that the trustees obtain bids from 2 more companies. Lisa will set up
63 an appointment with Bruce Berry to discuss generating bids.

64 It seems that there are 3 chunks of work; the surveying the site, engineering and design,
65 construction oversight and with a fourth of the actual construction.

66 Lisa makes a motion to include in cemetery development bids the tasks of preliminary
67 engineering and schematic design, FEMA/LOMA, Design Development and permitting,
68 Subcontractor Services- Monumentation, Construction Documents and Construction Services.
69 Motion seconded by Marie, all in favor, motion passes.

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71 Meeting adjourned at 2:55.

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73 The next scheduled Cemetery Trustee meeting is scheduled for Friday, December 15, 2017
74 at 1:00pm

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76 Respectfully submitted,

77 Pat Delisle