



## DEPARTMENT OF PUBLIC WORKS

Cemetery Trustees Agenda

Monday August 29, 2022

22 Dodge Rd.

9:00am

1. Call to order
2. Approve minutes of July, 2022
3. Software Bid
4. Forestview updates; Updates regarding Rules & Regulations, where should Revenue deposits
5. Vote to pay invoices: Town of Amherst \$52,533.03, and Wash Well Company \$8,732.00
6. Finance/ Budget
7. Discussion/Questions
8. Adjourn



Town of Amherst, NH  
Cemetery Trustee Meeting  
22 Dodge Rd  
July 21, 2022  
1:30 PM

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Call to Order at 1:30pm  
Marie Grella, Chairperson; Cynthia Dokmo, member; Lisa Eastland, member; Peter Lyon, Selectman;  
Eric Slosek, DPW Director; Perry Day, Sexton; Pat Delisle attending.

**Citizen Forum**; No Citizens present.

**March Minutes**: Lisa makes a motion to approve the minutes of June 23, 2022, Cynthia seconds, all in favor, motion passes.

**Software Discussion**: Lisa has sent the trustees copies of proposals from the 2 companies that were interested in presenting their software with the Trustees. Some of the abilities that the Trustees are interested in having available would be: custom data migration, lot level mapping, a dashboard, the ability to view individual records, data search, support services. Lisa makes a motion to have the Director of DPW publish an RFP for Cemetery software. This motion is seconded by Cynthia, all in favor, motion passes. Once the RFP is posted Lisa will notify the 2 companies that have submitted proposals.

**Rules and Regulations**: Cynthia has suggestions for changing the rules: she would like to add a paragraph under D.1 that states; exceptions to the height requirement may be made on a case by case basis with the written approval from the Cemetery Trustees. The reason that there is a height restriction is due to higher grave stones blocking the irrigation systems.

- #3 suggested change: The Cemetery Sexton will **monitor the maintenance of** all plantings.
- A. Flower pots are permitted however they will be removed after 30 days. With the exception of sanctioned Memorial Trees discussed below, planting of any other trees is prohibited, except with the written permission of the Cemetery Trustees. The application submitted to obtain permission must include the type of plantings; approval will be at the sole discretion of the Cemetery Trustees. Such permitted plantings shall abutt the gravestones and not infringe on any other grave sites and not disrupt the normal maintenance of the Cemetery. Applicant or their representative shall have the sole responsibility of maintaining plantings. Plantings shall be removed at the sole discretion by the sexton without notice to any party if it appears that no maintenance has occurred within 2 years.

Right to Inter changes: When people buy a lot, it needs to be clear that a full burial must occur first before cremations. This will avoid the removal of a cremation to bury a full casket burial. Cremations can be difficult to locate within the grave.



Town of Amherst, NH  
Cemetery Trustee Meeting  
22 Dodge Rd  
July 21, 2022  
1:30 PM

41 **Finance/Budget:** The funds collected for the Right to Inter is deposited into the general fund and  
42 goes to the Town. The burial fee collected reimburses the Cemetery Trustees budget. The cost for all  
43 the burials will be increased by \$100.00.

44 Cynthia makes a motion to increase all of the burial fees \$100.00, Lisa seconds this motion, all in  
45 favor, motion passes. Lisa makes a motion to amend the motion making the increase effective  
46 August 1, 2022, Lisa seconds this motion, motion passes.  
47

48 Cynthia went up to the State archive and met with Terry Knowles, formerly from the Charitable  
49 Trust division. The Town voted to adopt the Senate bill which states that the proceeds from the sale of  
50 lots to go to the general fund. In order to get the funds into the Cemetery Trust fund the Trustees had to  
51 file a warrant and it could take 15 to 18 months for the funds to go from the general fund to the Trustees  
52 accounts. There was concern that they lost a lot of interest because of this. When Terry Knowles was in  
53 the house her recollection was that the last sentence in the bill states that this bill will require an annual  
54 decision by Town meeting to determine which fund the money to go in. Cynthia feels she is right about  
55 this because if you look at the current use taxation law that allows the Town to vote to allow the  
56 conservation it specifically state that it will stay in effect until it is revoked by Town meeting, There is  
57 no language in the burial Statue that states that. There is no enabling language in the burial Statue that  
58 states when it is in effect; it stays in effect until the Town revokes it. The only legal question that needs  
59 to be answered is: Whether or not that was a one year warrant article or not. Peter suggests that the  
60 Cemetery Trustees and the Selectman meet and try to come to an agreement, Cynthia agrees. Peter states  
61 that they should always be open to reviewing that based upon the current circumstances.  
62

63 **Vote to pay invoices:** Town of Amherst \$53,719.09, Swenson Granite \$2,393.00, and Amherst Garden  
64 Center \$8287.50.

65 Cynthia moves to pay the Town of Amherst \$53,719.09 and authorizes to the withdrawal from the Alice  
66 Wilkens Trust Fund in the amount of \$5,447.12, withdrawal from the George Putnam Trust in the  
67 amount of \$2,035.95, withdrawal from the Perpetual Care Trust in the amount of \$40,912.46 and the  
68 unrestricted Trust in the amount of \$5,323.56. Lisa votes, yes, Marie votes yes. Vote passes.

69 Lisa moves to pay Swenson Granite \$2,393.00 and authorizes the withdrawal from the Perpetual Care  
70 Trust. Lisa vote, yes: Marie votes, yes. Vote passes.

71 Cynthia moves to pay Amherst Garden \$8,287.50 and authorizes the withdrawal from the Unrestricted  
72 Trust. Lisa votes, yes, Marie votes yes. Vote passes.  
73  
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75

76 Meeting adjourned at 2:40pm

77 Respectfully submitted,

78 Pat Delisle



# TOWN OF AMHERST

CEMETERY TRUSTEES  
22 Dodge Road  
Amherst, NH 03031  
603-673-2317

TO: Trustees of the Trust Fund  
FROM: Amherst Cemetery Trustees  
DATE: August 25, 2022  
SUBJECT: Amherst Cemetery Trust Fund Withdrawal

On August 25, 2022 at a regular scheduled meeting the Cemetery Trustees voted to authorize the withdrawal of \$52,533.03 to reimburse the Town of Amherst for cemetery expenses incurred during the fiscal year 22.

A check is requested in the amount of \$52,533.03 payable to the Town of Amherst withdrawing \_\_\_\_\_ from the Putnam Trust Fund; \_\_\_\_\_ from the Wilkins Trust Fund; \$ \_\_\_\_\_ from the Unrestricted Trust Fund and \$40,912.46 from the Perpetual Care Trust Fund.

This check should be mailed to the Town of Amherst, N.H., 2 Main St., Amherst NH 03031.

If there are any questions, concerns or if additional documentation is needed, please contact us at your earliest convenience.

Regards,

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Marie Grella  
Chair, Amherst Cemetery Trustees

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Cynthia Dokmo  
Cemetery Trustee

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Lisa Eastland  
Cemetery Trustee



## FINANCE OFFICE

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov  
Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

August 12, 2022

Cemetery Trustees  
22 Dodge Road  
Amherst, NH 03031

Re: FY22 reimbursement from Trust Fund for net of Cemetery revenues and expenses

Attention: Marie Grella,

Please take the necessary action to reimburse the Town of Amherst's General Fund in the amount of \$52,533.03, payable to the Town of Amherst.

The attached reports provide support for the amount owed. The FY22 year-end expenses of \$64,826.35 minus \$1,453.32 previously reimbursed: minus revenue received for FY22 burials of \$10,240 and tomb fees of \$600.00: equals \$52,533.03 which is the reimbursement amount requested.

Thank you for your attention to this matter.

Sincerely,

Debbie Bender  
Finance Director, Town of Amherst  
dbender@amherstnh.gov

# General Ledger

## Budget Status

User: dbender  
 Printed: 8/12/2022 - 12:28 PM  
 Period: 1 to 12, 2022

\$1,453.32 already  
 reimbursed by Cemetery  
 Expendable Trust Fund in  
 January 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-4195	Cemeteries							
E01	General Government							
01-4195-10-1110	Wages, Cemetery	3,274.18	5,524.43	5,524.43	-2,250.25	0.00	-2,250.25	0.00
01-4195-10-1115	Part Time Wages-Cemetery	22,921.60	6,706.07	6,706.07	16,215.53	0.00	16,215.53	70.74
01-4195-10-1140	Overtime - Cemetery	1,126.25	605.73	605.73	520.52	0.00	520.52	46.22
01-4195-20-1210	Health Insurance	1,279.82	207.02	207.02	1,072.80	0.00	1,072.80	83.82
01-4195-20-1211	Dental Insurance	49.88	10.66	10.66	39.22	0.00	39.22	78.63
01-4195-20-1220	Social Security	1,633.86	796.65	796.65	837.21	0.00	837.21	51.24
01-4195-20-1225	Medicare	382.11	186.35	186.35	195.76	0.00	195.76	51.23
01-4195-20-1230	Deferred Compensation	180.08	283.22	283.22	-103.14	0.00	-103.14	0.00
01-4195-20-1290	Longevity	50.50	0.00	0.00	50.50	0.00	50.50	100.00
01-4195-40-2410	Electricity - Cemetery	790.00	704.18	704.18	85.82	0.00	85.82	10.86
01-4195-40-2412	Water	350.00	2,038.11	2,038.11	-1,688.11	0.00	-1,688.11	0.00
01-4195-40-2430	Equipment Repair & Maintenance	1,900.00	1,740.87	1,740.87	159.13	0.00	159.13	8.38
01-4195-40-2432	Headstone Repair	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4195-40-2451	Outside Hire	2,700.00	37,861.79	37,861.79	-35,161.79	0.00	-35,161.79	0.00
01-4195-40-2470	Tree Care	450.00	600.00	600.00	-150.00	0.00	-150.00	0.00
01-4195-50-2560	Dues & Subscriptions	1,040.00	1,434.83	1,434.83	-394.83	0.00	-394.83	0.00
01-4195-60-2610	Supplies - General	3,275.00	6,126.44	6,126.44	-2,851.44	0.00	-2,851.44	0.00
01-4195-60-2667	Loans	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4195-80-2612	Equipment Purchase	250.00	0.00	0.00	250.00	0.00	250.00	100.00
<b>\$64,826.35</b>	<b>E01 Sub Totals:</b>	<b>41,754.28</b>	<b>64,826.35</b>	<b>64,826.35</b>	<b>-23,072.07</b>	<b>0.00</b>	<b>-23,072.07</b>	<b>0.00</b>
<b>- 468.00</b>								
<b>- 985.32</b>	<b>Expense Sub Totals:</b>	<b>41,754.28</b>	<b>64,826.35</b>	<b>64,826.35</b>	<b>-23,072.07</b>	<b>0.00</b>	<b>-23,072.07</b>	<b>0.00</b>
<b>\$63,373.03</b>	<b>Dept 4195 Sub Totals:</b>	<b>41,754.28</b>	<b>64,826.35</b>	<b>64,826.35</b>	<b>-23,072.07</b>	<b>0.00</b>	<b>-23,072.07</b>	<b>0.00</b>
	<b>Fund Revenue Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Fund Expense Sub Totals:</b>	<b>41,754.28</b>	<b>64,826.35</b>	<b>64,826.35</b>	<b>-23,072.07</b>	<b>0.00</b>	<b>-23,072.07</b>	<b>0.00</b>
	<b>Fund 01 Sub Totals:</b>	<b>41,754.28</b>	<b>64,826.35</b>	<b>64,826.35</b>	<b>-23,072.07</b>	<b>0.00</b>	<b>-23,072.07</b>	<b>0.00</b>

THE FACE OF THIS DOCUMENT HAS A GREEN BACKGROUND ON WHITE PAPER

CAMBRIDGE TRUST

Wells Fargo Bank  
Minneapolis, MN

No. 35001881

62-22  
311

75 STATE ST  
18TH FLOOR  
BOSTON, MA 02109

DATE 01/28/22

NOT VALID AFTER SIX MONTHS

PAY Four Hundred And Sixty Eight And 00/100 US Dollars\*\*\*

CHECK AMOUNT

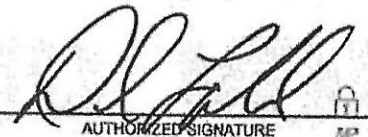
\*\$468.00\*

Payable in U. S. Funds

PAY TO Town of Amherst

2 Main Street  
Amherst, NH, 03031

MEMO: For Crowe Fence/Deck Supply

  
AUTHORIZED SIGNATURE

THE BACK OF THIS CHECK CONTAINS A HEAT REACTIVE INK SPOT. HOLD ON THIS WITH THUMB & COLOR SHOULD FADE THEN REAPPEAR. VOID IF WATERMARK DOES NOT APPEAR ON BACK OF CHECK.

⑈0035001881⑈ ⑆031100225⑆ 2079950026435⑈

THE FACE OF THIS DOCUMENT HAS A GREEN BACKGROUND ON WHITE PAPER

CAMBRIDGE TRUST

Wells Fargo Bank  
Minneapolis, MN

No. 35001879

62-22  
311

75 STATE ST  
18TH FLOOR  
BOSTON, MA 02109

DATE 01/28/22

NOT VALID AFTER SIX MONTHS

PAY Nine Hundred And Eighty Five And 32/100 US Dollars\*\*\*

CHECK AMOUNT

\*\$985.32\*

Payable in U. S. Funds

PAY TO Town of Amherst

2 Main Street  
Amherst, NH, 03031

MEMO: Payment to Stateline Irrigation

  
AUTHORIZED SIGNATURE

THE BACK OF THIS CHECK CONTAINS A HEAT REACTIVE INK SPOT. HOLD OR RUB WITH THUMB & COLOR SHOULD FADE THEN REAPPEAR. VOID IF WATERMARK DOES NOT APPEAR ON BACK OF CHECK.

⑈0035001879⑈ ⑆031100225⑆ 2079950026435⑈



# TOWN OF AMHERST

CEMETERY TRUSTEES  
22 Dodge Road  
Amherst, NH 03031  
603-673-2317

TO: Trustees of the Trust Funds  
FROM: Amherst Cemetery Trustees  
DATE: October 21, 2021  
SUBJECT: Amherst Cemetery Expendable Trust Fund Withdrawal

At a Town of Amherst Cemetery Trustees' meeting held on October 21, 2021, the Amherst Cemetery Trustees voted to authorize the withdrawal of \$468.00 from the Cemetery Expendable Trust Fund. As authorized agents to expend from this trust fund we ask that the Trustees of the Trust Fund approve this request and to authorize Cambridge Trust Bank to withdraw \$468.00. This check is requested to reimburse the Town of Amherst for paying Invoice #33804 dated Sept. 16, 2021. This invoice was received from Crowe Fence & Deck Supply LLC. for fencing at Forestview Cemetery.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our request. The requested check, in the amount of \$468.00 made payable to the Town of Amherst, can be sent to the attention of the Finance Office, Town of Amherst, 2 Main Street, Amherst, NH 03031.

Marie Grella  
Marie Grella, Chairman

10-21-21  
Date

Cynthia Dokmo  
Cynthia Dokmo

10-21-2021  
Date

\_\_\_\_\_  
Lisa Eastland

\_\_\_\_\_  
Date

Laurie May  
Laurie May

10/25/21  
Date

Original to Trustees of the Trust Funds  
Copy to Cemetery Trustees  
Copy to Finance Office  
Copy to Cambridge Trust



**Crowe Fence & Deck Supply, LLC.**

36A Route 101A  
Amherst, NH 03031-2731

Voice: 603-673-8068  
Fax: 603-673-8088

**INVOICE**

Invoice Number: 33804  
Invoice Date: Sep 16, 2021  
Page: 1  
Duplicate

**RECEIVED**

SEP 21 2021

AMHERST DPW

**Bill To:**  
Town of Amherst  
22 Dodge Rd.  
Amherst, NH 03031

**Ship to:**  
Town of Amherst  
22 Dodge Rd.  
Amherst, NH 03031

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
TOAMH200	M - Vinyl Posts	Net 20 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
ANCAS	Best Way	9/16/21	10/6/21

Quantity	Item	Description	Unit Price	Amount
8.00		5x5x7 White Vinyl Post - Custom Routing to post brought in (2x6 Rails)	55.00	440.00
8.00	110W55-FLAT-INT	5" Sq. Post Cap - Internal	3.50	28.00

*FOR REVIEW*

Vendor # 0213  
 Batch # \_\_\_\_\_  
 Account # 014195102610 ✓  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

Subtotal	468.00
Sales Tax	
Total Invoice Amount	468.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>468.00</b>

Check/Credit Memo No:

BALANCE due from DATE OF INVOICE. 1.5% Finance Charge per month on overdue bal.



# TOWN OF AMHERST

CEMETERY TRUSTEES  
22 Dodge Road  
Amherst, NH 03031  
603-673-2317

TO: Trustees of the Trust Funds  
FROM: Amherst Cemetery Trustees  
DATE: October 21, 2021  
SUBJECT: Amherst Cemetery Expendable Trust Fund Withdrawal

At a Town of Amherst Cemetery Trustees' meeting held on October 21, 2021, the Amherst Cemetery Trustees voted to authorize the withdrawal of \$985.32 from the Cemetery Expendable Trust Fund. As authorized agents to expend from this trust fund we ask that the Trustees of the Trust Fund approve this request and to authorize Cambridge Trust Bank to withdraw \$985.32. This check is requested to reimburse the Town of Amherst for paying Invoice #207416 dated Sept. 27, 2021 received from Stateline Irrigation Supply, Inc. for seed at Forestview Cemetery.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our request. The requested check, in the amount of \$985.32 made payable to the Town of Amherst, can be sent to the attention of the Finance Office, Town of Amherst, 2 Main Street, Amherst, NH 03031.

Marie Grella  
Marie Grella, Chairman

\_\_\_\_\_  
Date

Cynthia J. Dokmo  
Cynthia Dokmo

10-21-2021  
Date

\_\_\_\_\_  
Lisa Eastland

\_\_\_\_\_  
Date

Laurie May  
Laurie May

10/25/21  
Date

Original to Trustees of the Trust Funds  
Copy to Cemetery Trustees  
Copy to Finance Office  
Copy to Cambridge Trust

**STATELINE IRRIGATION SUPPLY**

8 WESTECH DRIVE  
 PO BOX 574  
 TYNGSBORO, MA 01879  
 www.statelineis.com



**INVOICE**

REPRINT

PH: 978-649-4444  
 Fax: 978-649-4446

Number	207416
Date	09/27/2021
Page	1

**Bill-to:** AM2317  
 AMHERST NH, TOWN OF DPW  
 22 DODGE RD  
 AMHERST, NH 03031

**Ship-to:** 1  
 AMHERST NH, TOWN OF DPW  
 22 DODGE RD  
 AMHERST, NH 03031

Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	UM	Freight	Ship Via
	09/27/2021	10 Nashua, NH	DUE 15TH PROX	NH	D21282	05	PREPAID	Counter Pickup

Item	Description	Ordered	Shipped	Backordr	UM	Price	UM	Extension
SEED-ESTATELINE	ESTATELINE BLEND 50#	7	7	0	BG	140.76	BG	985.32

**RECEIVED**  
 SEP 28 2021  
 AMHERST DPW

01-4195-60-2610 ✓

*Forestview*

Merchandise	Misc	Discount	Tax	Freight	Total Due
985.32	.00	.00	.00	.00	985.32

CALL FOR DELIVERIES; FOB DESTINATION

# General Ledger

## Account Analysis

User: dbender  
 Printed: 8/12/2022 - 12:32 PM  
 Period: 01 to 12, 2022



Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
01 - General Fund								
REVENUE								
01-3401 - Income from Departments								
01-3401-36-3796 - DPW Burials								
System: CR								
07/07/2021	Cash Receipts Batch 00002.07.2021	Cash Receipts Batch 02-07-2021	CR		1	67	0.00	200.00
08/05/2021	Cash Receipts Batch 00001.08.2021	Cash Receipts Batch 01-08-2021	CR		2	87	0.00	425.00
09/17/2021	Cash Receipts Batch 00005.09.2021	Cash Receipts Batch 05-09-2021	CR		3	70	0.00	800.00
09/28/2021	Cash Receipts Batch 00010.09.2021	Cash Receipts Batch 10-09-2021	CR		3	122	0.00	600.00
10/15/2021	Cash Receipts Batch 00008.10.2021	Cash Receipts Batch 08-10-2021	CR		4	58	0.00	425.00
10/12/2021	Cash Receipts Batch 00006.10.2021	Cash Receipts Batch 06-10-2021	CR		4	60	0.00	425.00
10/25/2021	Cash Receipts Batch 00012.10.2021	Cash Receipts Batch 12-10-2021	CR		4	103	0.00	300.00
11/09/2021	Cash Receipts Batch 00003.11.2021	Cash Receipts Batch 03-11-2021	CR		5	92	0.00	725.00
11/23/2021	Cash Receipts Batch 00008.11.2021	Cash Receipts Batch 08-11-2021	CR		5	111	0.00	900.00
04/15/2022	Cash Receipts Batch 00005.04.2022	Cash Receipts Batch 05-04-2022	CR		10	97	0.00	490.00
04/11/2022	Cash Receipts Batch 00004.04.2022	Cash Receipts Batch 04-04-2022	CR		10	107	0.00	425.00
04/29/2022	Cash Receipts Batch 00010.04.2022	Cash Receipts Batch 10-04-2022	CR		10	146	0.00	300.00
05/25/2022	Cash Receipts Batch 00011.05.2022	Cash Receipts Batch 11-05-2022	CR		11	160	0.00	300.00
06/01/2022	Cash Receipts Batch 00001.06.2022	Cash Receipts Batch 01-06-2022	CR		12	34	0.00	600.00
06/07/2022	Cash Receipts Batch 00005.06.2022	Cash Receipts Batch 05-06-2022	CR		12	40	0.00	1,600.00
06/17/2022	Cash Receipts Batch 00012.06.2022	Cash Receipts Batch 12-06-2022	CR		12	186	0.00	600.00
06/29/2022	Cash Receipts Batch 00018.06.2022	Cash Receipts Batch 18-06-2022	CR		12	222	0.00	1,125.00
CR System Totals:							0.00	10,240.00
01-3401-36-3796 Totals:							0.00	10,240.00
Dept 01-3401 REVENUE Totals:							0.00	10,240.00
REVENUE Totals:							0.00	10,240.00
01 Totals:							0.00	10,240.00

# General Ledger

## Account Analysis

User: dbender  
 Printed: 8/12/2022 - 12:33 PM  
 Period: 01 to 12, 2022



Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
01 - General Fund								
REVENUE								
01-3501 - Sale of Municipal Property								
01-3501-36-3244 - Tomb Fees								
System: CR								
12/29/2021	Cash Receipts Batch 00012.12.2021	Cash Receipts Batch 12-12-2021	CR		6	174	0.00	300.00
01/21/2022	Cash Receipts Batch 00006.01.2022	Cash Receipts Batch 06-01-2022	CR		7	114	0.00	100.00
02/04/2022	Cash Receipts Batch 00001.02.2022	Cash Receipts Batch 01-02-2022	CR		8	17	0.00	200.00
CR System Totals:							0.00	600.00
01-3501-36-3244 Totals:							0.00	600.00
Dept 01-3501 REVENUE Totals:							0.00	600.00
REVENUE Totals:							0.00	600.00
01 Totals:							0.00	600.00
Report Totals:							0.00	600.00



# TOWN OF AMHERST

CEMETERY TRUSTEES  
22 Dodge Road  
Amherst, NH 03031  
603-673-2317

TO: Trustees of the Trust Funds  
FROM: Amherst Cemetery Trustees  
DATE: August 25, 2022  
SUBJECT: Amherst Trust Fund Withdrawal

At a Town of Amherst Cemetery Trustees' meeting held on August 25, 2022, the Amherst Cemetery Trustees voted to authorize the withdrawal of \$8,732.00 from the \_\_\_\_\_ Trust Fund. As authorized agents to expend from this trust fund we ask that the Trustees of the Trust Fund approve this request and to authorize Cambridge Trust Bank to withdraw \$8,732.00. This check is requested to reimburse the Town of Amherst for paying invoice dated July 11, 2022. This invoice was received from The Wash Well Company.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our request. The requested check, in the amount of \$8,732.00 made payable to the Town of Amherst, can be sent to the attention of the Finance Office, Town of Amherst, 2 Main Street, Amherst, NH 03031.

\_\_\_\_\_  
*Marie Grella, Chairman*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Cynthia Dokmo*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Lisa Eastland*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Debbie Bender*

\_\_\_\_\_  
*Date*

Original to Trustees of the Trust Funds  
Copy to Cemetery Trustees  
Copy to Finance Office  
Copy to Cambridge Trust



RECEIVED

JUL 08 2022

AMHERST DPW

Terms: Upon Receipt  
Any unpaid balance is subject to a 3% monthly interest charge

July 11, 2022

Amherst DPW  
22 Dodge Road  
Amherst, NH 03031

673-2317 X401  
pdelisle@amherstnh.gov

Attention: Mr. Pat Delisle, DPW Executive Assistant

Reference: Forestview Cemetery

Vendor # \_\_\_\_\_  
Batch # \_\_\_\_\_  
Account # \_\_\_\_\_  
Entered By \_\_\_\_\_  
Date \_\_\_\_\_

**Description of Work**

Removed existing 10 hp centrifugal pump. Checked out and found shaft seal and impeller melted. Installed new 5 hp, self priming centrifugal pump with constant pressure drive. Replumbed pump inlet with isolation valve, check valves, and all necessary fittings. Set-up drive with manufacturer's representative to ensure proper parameter settings. Primed system and ran to flush and place on line.

(1) McDonald, 5 hp, Centrifugal Pump, Model 84500-3 -	\$3,484.00
(1) 5 hp VFD Drive with Disconnect Board Mounted, 230 Volt, 1 PH In, 3 PH Out -	\$2,180.00
(1) 0-100 4 Pin 4-20MA Pressure Transducer -	\$ 185.00
(1) M12 4 Pin Cable Connector (15 Feet) -	\$ 48.00
On-site Start-up Services by REPCO -	\$ 475.00
Misc. Pipe, Valves, Fittings, and Accessories to Remove Old Pump and Install New Pump with All Plumbing -	\$ 680.00
Servicemen (12 Hours @ \$140.00/Hour) -	\$1,680.00
<b>Total Invoice Due -</b>	<b>\$8,732.00</b>

PO Box 10312 • Swanzey, NH 03446-0312  
(603) 321-0399 • washwellco@aol.com