TOWN OF HIGHGATE
Cemetery Commissioners Mtg.
January 23, 2017 @ 5pm

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

The meeting was called to order by Kevin Spears @ 5:04pm.

Present were: Cemetery Commissioners – Kevin Spears, Charlie Nye and Dennis Nolan. Also present were Wendi Dusablon and Ben Nye.

Absent were Cemetery Commissioners Keith Ploof and Philip Brosseau.

II. OLD BUSINESS

- 112' of fencing was put up at St. Johns Cemetery in June 2016.
- New signs were installed at Cutler and East Highgate Cemeteries.
- There were no trees cut in 2016 and Charlie doesn't foresee any for 2017.

III. NEW BUSINESS

- Kevin, Dennis and Charlie put together a brief write up for the 2016 town report.
- A donation for $100.00 and thank you letter has been received from Lee Phelps. Charlie would like to see this used for labor costs to repair the backside of the fence at the East Highgate Cemetery. He already has the steel posts to hang the wire. Motion by Charlie Nye to use the money for this purpose. The motion was seconded by Dennis Nolan – **APPROVED.** This check will be deposited into the Cemetery Commissioners budget for operational expenses as well as the three trustee checks for *Sherwood $173.86, East Highgate $200.85 and St. Johns $315.60.* With the donation check of $100.00 a total of $790.31 will be deposited into their account. Wendi will give these checks to Shelley Laroche for this purpose.
- Charlie asked about the trust fund checks going towards stone repair. He will connect with Champlain Monument. Motion by Charlie Nye to use the three trust fund checks as listed above ($690.31) for repair, replacement or to upright stones as necessary. The motion was seconded by Dennis Nolan – **APPROVED.**
- Ben Nye submitted a written bid of $7,900.00 for the mowing and trimming of all town maintained cemeteries in Highgate for the 2017 season. Motion by Dennis Nolan to accept this bid. The motion was seconded by Kevin Spears – **APPROVED.** Charlie recused himself from the discussion and decision.
- In the current budget, through June 30, 2017, there is $10,323.08 remaining. Half of Ben's mowing funds will need to be disbursed from this on May 1st. With the remaining funds, they hope to use some at the Hyde Cemetery. A 4' fence was proposed from the gate to the corner and along the back. There will more than likely be a surplus in the 2016-2017 budget which will go back into the general fund.
- The back row at the East Highgate Cemetery needs to be cleaned up. This will make it easier to mow. Ben will get some figures to Kevin on costs associated with this clean up. There is money in the current budget year for this. Motion by Kevin Spears for Ben Nye to get them a proposal to clean up the back wall at the East Highgate Cemetery and restore the existing fence. The motion was seconded by Dennis Nolan – **APPROVED.**
- FY2017-2018 budget has a figure of $11,700.00 plugged in for cemeteries. All agreed that would be plenty for their needs. Ben estimates a 2-3% increase in mowing bids from year to year. All also agreed that the cemeteries are in much better shape than they have been in the past.

IV. ADJOURNMENT

The meeting was adjourned at 6:12pm.

Minutes respectfully submitted by:

_____, Town Clerk _____

Wendi Dusablon Date