
DURHAM CEMETERY COMPANY

November 1, 2007

Minutes

President Barbara Olsen called the meeting to order at 7:30 p.m. in the Durham Town Hall Meeting Room.

Officers and Directors Present: Mary DiMella, Tom Palmieri, Dolores Caturano, Hugh Curley, Richard Olsen, Bob Atwell, Phyllis Naples-Valenti, Greg Burritt, Kim Garvis, Barbara Olsen, Simone Howe, Ken Jay.

Secretary's Report:

A thank you note was sent to Ann Parsons for donating the Durham Center Cemetery Map to the Durham Cemetery Company. Two copies of said map were sent to Ken Jay. Kim reported that Alma Hinman is having surgery; she will send a get-well card on behalf of the Cemetery Company.

Meeting dates for 2008 need to be approved: March 5, 2008, May 7, 2008, September 3, 2008, November 6, 2008. The conference room was reserved for the first three meetings. Kim will check the room availability for the November 6th meeting.

A motion was made by Dick Olsen, seconded by several to approve the minutes of the September 5, 2007 meeting. The motion passed with a unanimous vote.

A motion was made and seconded to approve the following meeting dates for 2008:

2008 Meeting Schedule

March 5, 2008	(Wednesday)
May 7, 2008	(Wednesday)
September 3, 2008	(Wednesday)
November 6, 2008	(Thursday) Annual Meeting

All meetings will be held at the Durham Town Hall, Third Floor Meeting Room at 7:30 p.m. Motion passed unanimously.

Sexton's Report:

Sexton's Report for the period ending 10-31-07. There was one cremation, one burial and one lot sold at Mica Hill Cemetery. All three cemeteries have been mowed and maintained. Fall leaf clean ups will begin next week.

Motion made by Dolores Caturano, seconded by Phyllis Naples-Valenti to approve the Sexton's Report as submitted. The motion passed unanimously.

Treasurer's Report:

Tom reported the market dropped sharply recently. No changes in holdings were made as of 10-31-07. Citicorp was sold today (11-1-07) at a loss because the stock was expected to drop even further. However, this stock may be a good investment in the future. No other changes will be made at this time.

The budget was changed to reflect a reduced income/dividend line by \$5,000. Per discussions at the last meeting monies were reallocated for Ken Jay, breaking out mowing and sexton expenses. Increased maintenance allocation for Mica Hill. Reduced monument repair will offset this increase resulting in expected favorable balance of \$55.00 between income and expenses.

As of this year the town will no longer be funding any portion of the cemetery budget and the Cemetery Company will be paying the town for lot sales.

Tom met with the financial advisors who suggested no changes be made in the portfolio at this time. They also discussed putting all funds into a managed fund, which means the financial advisors would do all the buying and selling on a fee basis (2% of the portfolio). Tom stated so much is going on today in the stock market that the Cemetery Company should seriously consider having professionals do the investing. Most financial consultants prefer managed funds as opposed to individual stocks. Tom discussed the structure of the accounts and the reporting of same. Hugh asked if the managed funds would be dividend producing accounts and Tom responded in the affirmative. Tom commented that a secondary contact from the Cemetery Company is needed and this person would be required to provide social security number.

A motion was made by several and seconded by several to approve the Treasurer's Report as presented. Motion passed unanimously.

President's Report

Barbara asked for the report of the Nominating Committee. Simone reported that Art Bielefield will be resigning after 21 years of service with five of those years as President. Lew Hinman will also be stepping down due to his wife's frail health. Art's resignation will result in a one-year vacancy, which needs to be filled. Hugh suggested a possible candidate to fill the full term vacancy (John Baris). Mr. Baris managed an investment club for several years. Hugh asked if a phone vote could be made to nominate and elect Mr. Baris in for a full term after his willingness to serve was confirmed. Kim responded that if a phone vote were taken, it would need to be confirmed at the next meeting. Discussion followed about the need to find a candidate to fill the one-year vacancy.

Hugh reported on the Nominating Committee's Slate of Officers with the following motion made:

Motion made by Hugh Curley, seconded by Phyllis Naples-Valenti to appoint the following Directors of the Cemetery Company to a 2010 Term: Mary DiMella, Tom Palmieri, Dolores Caturano, Peg Atwell, and John Baris. Motion passed unanimously.

Motion made by Dolores Caturano, seconded by several to elect the following officers to serve in 2008: President – Hugh Curley; Vice-President – Barbara Olsen; Treasurer – Tom Palmieri; Secretary – Kim Garvis; Assistant Secretary – Laura Francis. Motion passed unanimously.

Old Business

Greg Burritt: Greg reported that all scheduled work for this year is completed at Mica Hill. All that is needed now is the normal spring and fall cleanup. The hillside by the first driveway will be done next. Greg stated the markers are flush with the ground and

he asked if these could be raised up. Ken replied if the markers are metal then they are probably installed in concrete and would not be able to be raised up.

Question asked what the time span is before remulching would need to be done again. Greg answered the mulch is very thick and should last about 5 years. He added; about 20 truckloads of mulch were delivered for the job just completed. Discussion continued regarding plantings, etc. Barbara commented that spirea is the hardiest and blooms the longest so this would be the best choice for plantings. Barbara and Dolores asked about the removal of roots that are coming up near her husband's stone. Ken replied it is time to review the trees and decide which ones need to be removed, especially the trees that are obstructing Hazelwood's ability to maneuver. Barbara added that some shrubs that have been planted by relatives around the headstones might need to be removed as well. Greg stated he could do some serious pruning in the spring. Ken made some suggestions on various trees to plant however, he added that the most important point to keep in mind is Hazelwood's ability to access and dig. Barbara offered to research this item in the spring. Ken added that there is nothing planted in Block 7 and perhaps this area could be used to experiment with different plantings.

Greg suggested planting a windbreak barrier on the hill because of the cold wind that blows there. Barbara suggested making a long-range plan for plantings taking into consideration the hardiness of the plants.

Durham Fair: There was some discussion regarding the Durham Fair. Phyllis stated yellow tape was not used at the far end and lights were not installed because it was too late to make this request. However, the fair did agree to monitor the cemetery more. Simone responded she did not see as many people going in and out of the cemetery this year. Phyllis added that Gene Chiappetta and Francis Willett did bring the Cemetery Company concerns to the state police. She also stated that perhaps the Cemetery Company should consider installing a fence around the entire cemetery to prevent vandalism.

Phyllis reported the Durham Fair would like permission from the Cemetery Company to plant a garden near the West Gate (near the flower and canning building) but were concerned about preventing access to the cemetery at this location. After some discussion members agreed that access into the cemetery from this point wasn't necessary and permission could be granted to the fair.

Motion by Dolores Caturano, seconded by Hugh Curley to grant permission for the Durham Fair Association to plant a garden near the West Gate. Motion passed unanimously.

Barbara asked the secretary to send a letter to the Durham Fair Association informing them of this approval.

New Business

John West spoke with Mary DiMella about permission to use a rock they found as a monument marker on their gravesite. John gave Kim pictures of the stone to share with the cemetery members. Discussion continued regarding the make up of the stone and the ability to set a base and sandblast. Mary added the West family wants to install a bronze plaque on the stone rather than engrave the stone. There are specific guidelines regarding monument composition, etc. Barbara asked the secretary to send a copy of the regulations to John West and request that he provide a letter from a professional verifying the type of stone, thickness, etc. as it pertains to the cemetery

regulations and the expected finished size. Phyllis stated if the stone meets the cemetery's written requirements she would have no objection. Ken stated that the 4-inch thickness probably applies to the base and not necessarily to the standing stone. Members agreed a vote on this issue could not be taken until more information is received, particularly, a written verification from a professional.

Tom brought up the topic of an urn vault. He stated there is no fee listed on the payment schedule for an urn vault. After some discussion the decision was made to charge the same fee for an urn vault as an infant burial.

A motion was made by Tom Palmieri, and seconded by Dick Olsen to approve the following fee schedule:

2008 Fee Schedule

Burial	\$600 (\$100 payable to Cemetery Company)
Cremation	\$100 (\$ 25 payable to Cemetery Company)
Urn Burial	\$275 (\$ 50 payable to Cemetery Company)
Infant Burial	\$275 (\$ 50 payable to Cemetery Company)

Motion passed unanimously

After some discussion and agreement by the members the decision was made that a copy of the Durham Cemetery Company Regulations be included with each deed issued.

Adjourn: A motion was made by several and seconded by several to adjourn at 9:05 p.m. Motion passed unanimously.

Respectfully submitted,
Kim Garvis
Secretary