

DURHAM CEMETERY COMPANY  
MEETING MINUTES  
March 1, 2006

President Barbara Olsen, at 7:30pm at the Durham Town Hall, called the meeting to order.

**Officers and Directors Present:** Tom Palmieri, Barbara Olsen, Dick Olsen, Peg Atwell, Bob Atwell, Dolores Caturano, Ann Shephardson, Ken Jay, Lew Hinman, Laura Francis, Phyllis Naples-Valenti, Doug Harmon, Hugh Curley

**Secretary's Report:** A motion was made and seconded to accept the minutes of 11-9-06 with the addition of Phyllis Naples-Valenti as present and the correction that Ken Jay mentioned that there are requests for more flowering plants in the area of block 6, not Dolores Caturano. The motion passed unanimously.

**Sexton's Report:** There was one cremation burial, two full burials and one lot sold at Mica Hill Cemetery. There were two cremation burials and one full burial in the Center Cemetery. Fall leaf cleanup for all three cemeteries was completed by the end of November. Spring cleanup, filling and seeding of settled graves will be done in late March, weather permitting.

Lew Hinman asked if Ken would fix the old split rail fence in the Old Cemetery. Barbara Olsen authorized the repair. Ken also reported that when weather permits, he would replace the flag in the Center Cemetery. The light is not operational because of the Town Hall building project. Laura Francis agreed to contact the project manager to ask that the light sensor be installed when the siding is completed.

A motion to accept the Sexton's report was made and seconded. The motion passed unanimously.

**Treasurer's Report:** Assistant Treasurer Tom Andersen reported that he conducted a financial review of accounting activity for the period of 7-1-04 through 6-30-05. Deposits: All manual deposits made throughout the year were traced to both the Advest statement and the Quicken software. No discrepancies were noted. Dividends: All dividends were reviewed in the Advest statement for reasonableness and accuracy. No discrepancies were noted. The dividends were then traced to the Quicken software to ensure proper posting. All deposits and dividends on the Quicken software were accumulated to ensure the totals agree with amounts reported on the Financial Statements. All were in agreement. Stock transactions as reflected on the Advest statement were reviewed for reasonableness. Stocks were also reviewed to ensure risk considerations were consistent with the Cemetery Company's investment philosophy. All was in order. All record keeping was well organized and contained all documentation necessary to properly review the accuracy of the financial statements.

A motion was made and seconded to accept the internal audit report from Tom Andersen. The motion passed with a unanimous vote.

Treasurer Tom Palmieri reported that dividend interest for the last quarter was higher than anticipated and sufficient to cover budget expenses. The expense report reflects the reimbursement to the White family for the grave opening fees. The investment portfolio also performed better than expected. The GM preferred stock was sold. Merrill Lynch bought out Advest. Tom Palmieri stated that the new organization is not yet formed. He will meet with the new advisor and determine if the new company will meet our needs. He's already done research on other investment companies in case a change is necessary.

A motion was made and seconded to accept the Treasurer's report. The motion passed with a unanimous vote.

**President's Report**

1. Barbara Olsen asked Laura Francis to give an update on the Town Hall Building Project. Laura reported that the estimated completion is on track for July-August 2006. The Project Manager from ACMAT has been very cooperative with Ken Jay regarding access to the cemetery.

2. Barbara Olsen asked Ken Jay to contact a surveyor to pin Block 7. Ken stated that the area first should be cleared and seeded. Last May, he submitted a proposal to remove all brush and small trees up to the wood line and remove the piles of soil; to grade area approximately 50 feet wide by 200 feet long; to rake area with a tractor and hand rake and hydro seed all areas. The proposed cost is \$1,750.00. Dick Olsen made a motion to authorize Ken Jay to prepare the area for Block 7 at a cost no more than \$1,750. Dolores Caturano seconded the motion which was passed with a unanimous vote. A lively discussion ensued regarding the design of the rest of the property. Laura Francis stated that we should not improve any farther than Block 7 without a comprehensive mapping of the entire parcel. Future growth and future planning will be hindered without it. Barbara Olsen committed to holding a Long Range Committee Meeting prior to the May meeting and will report at that time.

A motion was made and seconded to accept the President's report. The motion passed with a unanimous vote.

### **Old Business**

1. Dolores Caturano ordered 6 spirea and 6 rosy barberry bushes to plant this spring. She will research possibilities to include more flowering perennials for the Block 6 area. There will be a spring workday announced at the May meeting.
2. Laura Francis announced that the Cemetery Company bought back Plot 162b from Pamela Ziemba and Plot 164a from Winifred Grover at \$350.00 each. The plots are now available for resale.

### **New Business**

None

A motion was made, seconded and passed to adjourn at 8:30 p.m.

Submitted by Laura Francis, Secretary