

DURHAM CEMETERY COMPANY  
MEETING MINUTES  
May 2, 2007

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

**Officers and Directors Present:** Barbara Olsen, Richard Olsen, Laura Francis, Tom Palmieri, Hugh Curley, Dolores Caturano, Kim Garvis, Greg Burrirt, Simone Howe, Mary DiMella, Peg Atwell, Bob Atwell, Ken Jay, Sexton

**Secretary's Report:** A motion was made and seconded to accept the minutes of March 7, 2007 as presented. The motion passed with a unanimous vote.

**Sexton's Report:** There was one cremation at Center Cemetery. There were two burials and two lots sold at Mica Hill Cemetery. Christmas decorations were removed from graves. Spring cleanup has been performed at all three cemeteries. A motion was made, seconded and approved with a unanimous vote to accept the Sexton's Report as submitted.

Ken Jay presented a verbal proposal (hard copy to be mailed to President Barbara Olsen) for sexton services for next year at a 3% increase over last year. Dick Olsen made a motion, which was seconded by Simone Howe to accept the proposal. The motion passed with a unanimous vote.

Tom Palmieri made a motion, which was seconded by several to add Infant Burial Grave Opening - \$225.00 to the fee schedule, which was seconded by Laura Francis. The motion was passed with a unanimous vote.

**Treasurer's Report:** Tom Palmieri reported that income and expenses are on track as budgeted. No significant activity. He met with financial advisors Dick Gibbons and John Coughlin on March 13<sup>th</sup>. As a result of that meeting, Tom sold the Fidelity Magellan fund and proceeds from the sales were deposited in the cash account which is currently earning approximately 4% interest. They recommended putting the money into a managed account. Tom did not agree, mainly because the management group was based in Europe. He asked for a second proposal to consider which at the time of this meeting had not been received. Tom also rejected further advice to turn over our real estate related holdings to the managed account. A motion was made, seconded and approved with a unanimous vote.

**President's Report:** Barbara Olsen reported that she and several other directors met with David Ward on March 28<sup>th</sup> at Mica Hill Cemetery. He said his company can provide the Cemetery Company with a design for the remaining undeveloped property but would first need a topographical survey done. Barbara contacted Bascom and Benjamin who sent a proposal for the following services: A-2 Boundary Survey, Topography Map and T-2 Topographic Survey for a total price of \$3,750. The estimated time of completion will be 30-45 days from the date of receipt of signed acceptance of proposal and a project retainer of \$950.00.

Laura Francis made a motion to accept the proposal, which was seconded by Hugh Curley.

Mary DiMella asked if there would be any grading done. Ken Jay responded that once the topo map is done, David Ward would use the elevation information to make a recommendation on potential grading. Hugh Curley asked how could we determine how deep we could dig before hitting bedrock. It was generally agreed that the cemetery architect would be able to make that determination.

The motion to accept the proposal from Bascom and Benjamin, LLC was passed with a unanimous vote.

**Old Business:** Laura Francis reported that she asked First Selectman Jim McLaughlin and Kurt Bober from the Public Works department to switch the entrance and exit signs at the Center Cemetery but the work had not been done at time of this meeting.

**New Business:** Gregg Burrirt submitted a proposal for the following:

- 1: The removal of all the vinyl, weed barrier fabric or other material used as an underlay between the rows at Mica Hill. The underlay needs to be removed so water can get to the plants.
- 2: Restoring row dividers so that mulch can be added.
- 3: General grounds keeping of the cemeteries in the Town of Durham. The job includes trimming of all hedges and shrubs, general clean up, planting new items and other jobs so directed by the Board of Directors

Payment will be at a rate of \$25.00 per hour. The amount of hours worked per week or per month can be determined by the Board.

Gregg left the meeting for discussion.

There was general agreement that the vinyl covering should come up and that it would be a very big, labor-intensive job for anyone to do. However, many expressed concern over the scope of the job. Cost could be substantial and should be capped at a certain figure that we could afford. It was also agreed that the general grounds keeping is still the purview of the sexton and would not be needed.

Laura Francis made a motion which was seconded by Hugh Curley to appoint a committee of Barbara Olsen, Tom Palmieri and Dolores Caturano, and to empower the committee to spend \$2, 500 for labor only to remove and dispose of the vinyl covering in the row dividers and to restore the area with cedar mulch; to also empower the committee to meet with Gregg and address concerns of scope of job and to eliminate the grounds keeping portion of the proposal.

The motion passed with a unanimous vote (absent Gregg Burritt)

The meeting was adjourned at 8.40pm.