

## Cathy Dupont

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**From:** Kristofer Nelson <nelton911@att.net>  
**Sent:** Wednesday, July 20, 2016 1:46 PM  
**To:** Cathy Dupont  
**Cc:** Jamie Wilson; Tom Scully; Julie Ingham; Troy Fields  
**Subject:** Cemetery Committee Meeting Minutes 07/19/16

RECEIVED  
JUL 20 2016  
Time 2:45 P  
Thomaston Town Clerk  
CDW

The Cemetery Committee meeting was called to order by Chairman Kris Nelson at 6:07 p/m in the employee's lounge, fourth floor of the Town Hall.

Present: Members Kris Nelson, Tom Scully and Sexton Jamie Wilson.

A motion was made by Tom Scully and seconded by Kris Nelson to approve the minutes from the June, 2016 meeting. Motion passed unanimously.

A motion was made by Kris Nelson and seconded by Tom Scully to pay a bill to Green Surveyors for \$3,900.00. Motion passed unanimously.

A motion was made by Kris Nelson and seconded by Tom Scully to pay a bill to Guion, Stevens and Rybak for \$475.00. Motion passed unanimously.

A motion was made by Tom Scully and seconded by Kris Nelson to accept an estimate from James Stevens of \$ 11,025.00 to repair the Williams Chapel. Motion passed unanimously. Tom added that Stevens will begin work on the following day, July 20, 2016.

The position of Cemetery Group Leader was discussed. It was determined that this position will utilized only in the absence of the Cemetery Sexton.

The Cemetery position descriptions were also discussed. It is recommended that the job descriptions should have something to the effect of, " Complying with OSHA standards" added to each job description. This will be further discussed with Human Resources.

Sexton Wilson stated that an amount of \$31,641.00 was taken in as revenue for the fiscal year 2015-2016 and that 12 1/3 graves were sold. The 1/3 of a grave represents a party paying in installments.

A motion was made at 6:35 p/m to adjourn the meeting and was seconded by Kris Nelson.

Respectfully submitted,  
Chairman Kris Nelson