



# TOWN OF PELHAM

## Cemetery Department

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### APPROVED MEETING MINUTES

**Cemetery Department  
Board of Trustees  
December 6, 2023 - Meeting Minutes**

**Called to Order: 9:07 AM**  
**Pledge of Allegiance**

**Lisa Wood called the roll:**

**Present:** Tim Zelonis, Donna M. Smith, Lisa Wood, Sean Cunningham

**Absent:** Richard Jensen, Dave Provencal

(Dave Provencal was not in attendance during the roll. Dave entered meeting at 9:50AM)

**Motion:** Donna M. Smith / second by Tim Zelonis to accept the November 14, 2023 meeting minutes. **3 Yes - 0 No motion carried**

**Motion:** Donna M. Smith / second by Tim Zelonis to accept the November 14, 2023 non-public meeting minutes. **3 Yes - 0 No motion carried**

**Columbarium:**

- The columbarium units were delivered on November 8, 2023.
- Discussions were made on the finalization of the location of the Columbarium section.

**Motion:** Donna M. Smith / second by Tim Zelonis to accept the columbarium section to be located at location 2, which shall be located extending the avenue at Veterans Circle. This allows Caretaker Forman to continue with additional grave layout in section 7.

**3 Yes - 0 No motion carried**

**(9:50AM Dave Provencal entered meeting)**

**Budget:**

**Motion:** Tim Zelonis / second by Donna M. Smith to purchase 2 grave cover units / burial platforms from New England Cremation, Rochester NH. Providing that the company covers the unit lids with green indoor / outdoor carpeting. These units are to not exceed the amount of \$4,075.00.

**4 Yes - 0 No motion carried**

All present Board members agreed to research a new printer for the Cemetery Department office. Final outcome shall be determined.

**Caretaker Foreman Report:**

Sean proposed to the Board the possibility of purchasing Alturna-Mats. These mats will protect the ground from damage when the equipment is on the grass near graves.

**Motion:** Tim Zelonis / second by Donna M. Smith to purchase 6 Alturna- Mats (also called Versa Mats) for the total to not exceed \$1,795.00. **4 Yes - 0 No motion carried**

**Motion:** Donna M. Smith / second by Dave Provencal for meeting to adjourn at 10:15AM.  
**4 Yes - 0 No motion carried**

**Respectfully Submitted,**

**Lisa Wood  
Recording Secretary**