



TOWN OF PELHAM

Cemetery Department

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APPROVED MEETING MINUTES

Cemetery Department
Board of Trustees
October 10, 2023 - Meeting Minutes

Called to order: 9:05AM

Pledge of Allegiance

Lisa Wood called the roll:

Board Members Present: Tim Zelonis, Dave Provencal, Richard Jensen, Donna M. Smith, Lisa Wood. **Foreman** - Sean Cunningham

Absent: Lance Ouellette

July 11, 2023, meeting minutes:

Edit word in Mrs. Baker topic, change the word dawn to dusk.

Motion: Donna M. Smith / Tim Zelonis to approve of the July 11, 2023 meeting minutes.

Yes: 4 No: 1 Motion Carried

October 3, 2023, meeting minutes:

Motion: Richard Jensen / Donna M. Smith made a motion to accept the October 3, 2023, meeting minutes as read.

Yes: 5 No: 0 Motion Carried

Budget:

All Board members received a copy of the 2024 proposed budget. Lisa Wood and Sean Cunningham attended the budget meeting on September 21, 2023.

Employment:

Lisa recused herself from this portion of the meeting and asked Richard Jensen to take the meeting minutes and turned the meeting over to Vice Chairman Tim Zelonis.

Upon Lisa's return, she was told by Richard that he did not take the meeting minutes and that she could look back at the video to reference the information.

Vice Chair Tim Zelonis explained to the Board the additional duties that were brought onto Sean Cunningham and Lisa Wood when the Sexton's position was eliminated in December 2022. When eliminating the Sexton position Lisa Wood's position title as Secretary was changed to Office Administrator and Sean Cunningham's position was changed from Cemetery Caretaker to Cemetery Caretaker Foreman, along with additional duties for both Lisa and Sean. Tim researched what Office Administrator's in the Town were getting for an hourly rate and compared that to Lisa's hourly rate. Town Hall employees are benefited, Lisa's position is a non-benefit position.

Motion: Donna M. Smith / Dave Provencal made the motion to increase Lisa Wood's pay from \$16.50 per hour to \$21.50 per hour. **Yes: 3 No: 1 Motion Carried**

Wreaths Across America:

Richard Jensen explained to the board what would be happening with Wreaths Across America in December 2023 in Gibson Cemetery. He gave each Board member a packet with information for this event. He also presented the Board of Trustees with a copy of the Wreaths Across America insurance binder. Richard requested the use of the Cemetery Garage, bathroom, and a storage area for the wreaths. Tim had concerns with the workman's compensation option not being checked off on the binder. There was concern with people in the garage area in case of theft or injury. Sean will make sure that the bathroom is unlocked and locked the day of the event. Wreaths will stay on the graves for two weeks. Donna M. Smith commented that on the insurance binder the name was listed as "Gibbs" and not Gibson Cemetery.

Motion: Tim Zelonis / Donna M. Smith made a motion for the garage and office, to remain locked. **Yes: 3 No: 1 Abstain: 1 Motion Carried**

Motion: Donna M. Smith / Tim Zelonis to allow the volunteers with Wreaths Across America the use of the outdoor bathroom, under the stipulation it is to be unlocked / locked and cleaned. **Yes: 5 No: 0 Motion Carried**

Motion: Dave Provencal / Tim Zelonis to allow wreath storage in the tractor shed to the left of the Hearse House. **Yes: 5 No: 0 Motion Carried**

Motion: Tim Zelonis / Dave Provencal made a motion for certificate of insurance to be looked at in case of personal injury. **Yes: 5 No: 0 Motion Carried**

Motion: Richard Jensen / Dave Provencal made a motion for Sean Cunningham to oversee and assist the unloading of the wreaths. **Yes: 3 No: 0 Abstain: 2 Motion Carried**

Motion: Donna M. Smith / Tim Zelonis made the motion for Sean Cunningham to not unload the wreaths, he is to just oversee the unloading, and oversee the storage of the wreaths. **Yes: 4 No: 0 Motion Carried**

Columbarium: Lisa Wood turned over this portion of the meeting to Trustee Dave Provencal. Dave explained to the Board the Ossuary option to be added to the Somerset Columbarium unit. This will hold an additional 400 cremations into unit. The money for the second deposit has been requested from the Trustees of the Trust Fund. Columbarium units are in transit.

Motion: Tim Zelonis / Dave Provencal made a motion to add the Ossuary to the large round (Somerset) Columbarium unit. Richard Jensen amended the motion to not have anything on the Ossuary door at this time. **Yes: 5 No: 0 Motion Carried**

Richard Jensen departed the Board meeting at 9:58AM.

Foreman Report:

- Sean reported to the Board that a walker would like to purchase a bench in memory of a person that frequently walked in Gibson Cemetery. Sean will give this man information on it.
- Sean informed the Board there is an option of adding forks to the Kubota tractor, this would help transport things and the ability of putting the sander onto the truck for winter sanding. The price quote for this option was \$1,390.00 from MB Tractor.

Motion: Donna M. Smith / Tim Zelonis made the motion to purchase the forks for the Kubota tractor for the sander and hauling items, for the price quoted at \$1,390.00.

Yes: 4 No: 0 Motion Carried

Trustee Open Forum: Tim Zelonis informed the Board and Sean Cunningham on a positive note that Atwood, North Pelham, and Gumpus Cemeteries are very tidy, clean, and looked great.

Motion: Dave Provencal / Donna M. Smith made a motion to adjourn the meeting at 10:45AM.

Yes: 4 No: 0 Motion Carried

Respectfully Submitted,

Lisa Wood
Recording Secretary