

Hopkinton Cemetery Trustees

Meeting Minutes
10-13-2016

Mr. Lane convened the meeting at 8:31AM at the Town Hall.

Present; Don Lane Chair, Judy Hampe TT, Bob Gerseny TT.

The minutes of 8-15-2016 and 9-15-2016 were approved as presented.

Budget

The Trustees reviewed the draft budget that Gerseny had prepared. It appeared to the Trustees that at the current time it was a reasonable budget subject to a review of the job description of the Sextant and rebidding the mowing contract and the Memorial Gardens maintenance contract.

Sextant's Position Description

The question of the Sextant's pay was postponed until a review of the position description was completed. Mr. Gerseny provided several copies of other towns' position descriptions. He agreed to write a first draft of a new position description to be circulated among the Trustees and finalized at the next meeting.

Mowing Contract

The question of renewing the mowing contract was discussed. It was moved by Mr. Gerseny and seconded by Mrs. Hampe to bid out both the mowing contract and the maintenance contract for the Memorial Gardens. The motion passed two votes to one with Mr. Lane voting in the opposition. Mrs. Hampe agreed to review the bid specifications used in 2011 and circulate and updated draft to the Trustees.

Data Update

Mr. Lane suggested that updating the cemetery data could soon begin with the target of being completed by 12-31-16. He reported that the current Excel spreadsheet resided on his home computer and that he would update that information. He suggested that another Trustee might update the card file. Gerseny volunteered that Robin Buchanan and Karen Robertson have agreed to be trained on the Pontem software. The Cemetery PC has been networked into the town's network providing professional automatic back up. Training is to be scheduled.

Closing Date

The Trustees agreed to formally close the cemeteries on November 1st.

Trustees of Trust Funds Meeting

Attached are notes for the Trustees of Trust Funds Meeting that Trustees Lane and Gerseny attended.

The next meeting was scheduled for Tuesday October 25th at 8:30AM at the Town Hall.

The meeting was adjourned at 10:20AM

Respectfully Submitted



Robert P. Gerseny, TT

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Trustee of Trust Funds Meeting Notes

On September 26, 2016 Don Lane and Bob Gerseny met at the Town Hall with the Trustee of Trust Funds Meeting.

The Trustees of Trust Funds confirmed that the funds are managed by and in the custody of Mill River Wealth Management a subsidiary of Merrimack County Savings Bank. Principal is restricted and appreciation accrues to principal.

Income is available to the Cemetery Trustees and the Trustees of Trust Funds do not exercise any discretion regarding those funds as a function of the Cy Pres judgement.

Principal Book Value as of 12-31-15 was \$505,611.

Income Book Values as of 12-31-15 was \$260,547.

Respectfully Submitted



Robert P. Gerseny, TT