

Hopkinton Cemetery Trustees

Meeting Minutes (Draft until formally approved)

10-25-2016

Mr. Lane convened the meeting at 8:35AM.

Present; Don Lane Chair, Judy Hampe TT, Bob Gerseny TT at the Town Hall.

The Minutes of 1-13-2016 were approved as presented.

Budget

Mr. Lane reviewed his budget presentation made at the Select Board meeting the previous night.

Mowing Contract

Mrs. Hampe distributed an updated draft of the request for bids form for the Cemetery mowing and maintenance contract. The document was approved and Gerseny will review it with the Town Administrator and instruct him to distribute the form ASAP.

Sextant's Position Description

Mr. Gerseny provided a draft of a new position description, see attached. There was significant discussion around the scope of the sexton's duties as drafted. Mr. Lane opined that it was unrealistic to expect an individual to be able to fulfill the description as currently written. Mrs. Hampe and Gerseny were comfortable with the draft position description. It was concluded that the Trustees would invite Mr. Minor to meet with them to review the position description at the November 17th meeting.

Town Meeting Report

Mr. Lane indicated that he would update the report to be submitted to Town Meeting and the Trustees will review the report at the November 17th meeting.

Old Hopkinton Section GN

Mr. Lane indicated that we should map out NH Section GN as almost all plots have been sold. The Trustees planned to meet on Friday October 28th at 1:00 PM at the Bates Building and then proceed to New Hopkinton Cemetery.

Jack Porter

Mrs. Hampe reported that Jack Porter had passed away and that the family would have a service on November 19th and hope to have interment (cremains) on November 20th. The Trustees agreed that the Cemetery could be opened for the interment. The Trustees will stake the plot on Friday October 28th. Mrs. Hampe will coordinate with Mrs. Porter.

Winter Task Planning

Mrs. Hampe suggested that we set some planning goals for work to be accomplished over the winter. After discussion the following goals were established;

1. Continue to perfect the training of the new Trustees
2. Update Data systems including the spreadsheet, the card catalogue and prepare new books
3. Update maps in Section F in CVC, Section GN and FN in OH
4. Plan usage and development of real estate
5. Train, update and begin usage of Pontem Software
6. Determine the management of the Memorial Gardens
7. Analyze fees

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8. Update the Rules and Regulations document.

The next meeting was scheduled for Friday October 28th at the Bates Building. A further meeting is scheduled for Tuesday 17th at 8:30AM at the Town Hall.

The meeting was adjourned at 10:50AM

Respectfully Submitted



Robert P. Gerseny, TT