

**Hopkinton Cemetery Trustees**  
**Meeting of September 12, 2019**  
**Minutes**

Present: Chair Lynn Clark, Judy Hampe, Gayle Kimball, and Sexton Joe Tristaino

Chair Clark called the meeting to order at 8:40 a.m.

Sexton Tristaino presented an updated job description for consideration which better reflects the actual scope of his duties and time spent on various components. He also suggested that the official season be extended by two weeks to include Veteran's Day as there is much public and family use of the cemeteries over the holiday weekend.

Discussion was had about the time spent on maintenance versus administrative duties, including time spent on weekends, maintaining paperwork and scheduling/attending internments. There have been 25 internments, mostly cremations, held so far this year. Sexton Tristaino estimates that between 40 and 60 percent of his time is devoted to administrative issues. He requested that his job description and compensation better reflect his actual time spent on activities, attendance at funerals on weekends, and his on-call availability.

The Sexton's job was created two years ago mainly to create one point of contact for the public. The trustees unanimously agree that this has been successful in all aspects. There have been few if any issues resulting from the sale of cemetery/cremation plots or with arrangement for burials. Overall the appearance of the cemeteries is better, and relations with the Town, contracted vendors, e.g. the mowing contractor, funeral home directors, families, and the public has improved.

The trustees will take Sexton's requests and suggestions under consideration as they develop the 2020 budget.

Respectfully submitted,

Gayle Kimball