

**JANUARY 22, 2003 - DRAFT MEETING MINUTES
BOARD OF CEMETERY COMMISSIONERS**

The regular monthly meeting was called to order at 9:50 A.M. Present were Commissioners Ellen O'Brien Cushman, Alexander E. Corbett, III, Charles R. Johnson, Superintendent Robert P. Gardiner, and Administrative Assistant Nancy T. Fay. Martha Moore also attended as the League of Women Voters Observer.

The Minutes of the November 22, 2002 and December 18, 2002 Meetings were unanimously approved.

Budget and Operations: Superintendent Gardiner reported that all departments must make up a 53rd week for FY03 that for the Cemetery means \$3,371. During the remainder of FY03 additional cuts are expected for each department.

Martha Moore asked for a comparison of the department's revenue and expenses (revenue: \$155,730 and expenses \$278,452 for FY02). Chairman Cushman provided figures that the Cemetery only costs taxpayers \$15.91 per year on the average tax ~~De~~tailed calculation attached.

To date this year, we have had 63 burials of which 25 were non-residents. Superintendent Gardiner reported that we had buried a Veteran who had no family available to provide for him. Mr. Gardiner even claimed the body as the Veterans' Agent. If and when the estate is settled, the Cemetery will seek reimbursement for the grave opening and other funeral expenses provided (i.e., metal casket and cement box) through the Town.

The FY04 budget requests were cut thus far in line items for part time help and overtime. The annual budget meeting with the Selectmen and Warrant Committee will be next Saturday, the Cemetery Department at 8:00 A.M.

Consolidation Analysis: No update or information received to date. The DPW analysis presumably continues by the Town Administrator and Highway Superintendent. On February 5, 2003 the Selectmen, Warrant Committee, Water Commission and Cemetery Commission are to receive the Town Administrator's recommendation. In July and several times thereafter, the Cemetery Commissioners had requested in advance copy of the report prior to a public meeting. They want to know where the cost savings will be and what additional services will be provided by the consolidation. No information has been received to this date.

The Annual Report as submitted by Chairman Cushman was unanimously approved.

Telecommunication Tower: The RFPs are due to be received at Community Development on January 24, 2003. As it now stands, the company winning the bid to construct the tower will own it with revenue coming in from commercial providers to be split between the company and town. The percentage of revenue

will be one element of the price bid. About 30 companies picked up specifications and about 7 came to the pre-bid conference.

The Water Line: Progress is being made. Westcott still needs to communicate with Halvorson Design and engage them to do the work as required in Attachment M approved by the Planning Board.

Conservation Restriction B2: Language changes are to be made in the document as requested by Joel Lerner. Tim Higgins and Robert Morrissey will discuss whether there is a need to return to Town Meeting for the word changes in the document.

Design/Construction: The construction documents are being worked on. Nancy Fay is working with the Permanent Building Committee members and Town Counsel to compile the best document possible.

Memorial Tree Program: The first tree was adopted and the plaque has been received. It will be installed when weather permits.

The next meeting was scheduled for February 26, 2003. Meeting adjourned at 11:29 A.M.

Respectfully submitted,

Alexander E. Corbett, III, Clerk