

**Duxbury Cemetery Commission
Camels Hump Road
June 24, 2015**

Present: Gloria Rapalee, Erin Campos, Wayne Langlais

DCC Funds

Gloria procured the DCC FY15 funds from the town clerk and deposited it into the DCC Merchants Bank account. She made two monthly payments for May and June to Shane Grace for the cemetery maintenance.

Open Meeting Law

Erin reviewed the statutes regarding open meeting laws. She will contact the town clerk and verify the posting locations and submit next meeting schedule and agenda along with any outstanding minutes to Lars to post on the website.

The statute states:

... The law generally applies whenever a majority of the members of a municipal board, council, commission, committee, or subcommittee have a conversation or make a decision about municipal business.

The Open Meeting Law requires:

The law applies to every "public body" of a municipality and the requirements are triggered whenever a "quorum" of a public body is "meeting." A public body is any board, council, commission, committee, or subcommittee of a municipality.

An agenda must be created and posted in advance of every regular or special meeting. 1 V.S.A. § 312(d). At least 48 hours in advance of a regular meeting, and at least 24 hours in advance of a special meeting, an agenda must be posted in or near the municipal office and in at least two other designated public places in the municipality. 1 V.S.A. § 312(d). In addition, the public body must post the agendas of regular and special meetings to an official website, if one exists that is maintained or has been designated as the official website. 1 V.S.A. § 312(d). An item may only be added or removed from a meeting agenda as the first order of business at the meeting. 1 V.S.A. § 312(d)(3)(A). Other adjustments to an agenda may be made at any time during the meeting. 1 V.S.A. § 312(d)(3)(B).

Meetings must be properly noticed and announced

Meeting Minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. 1 V.S.A. § 312(b)(1). Five days after the meeting minutes must be available for inspection and must be posted to a website, if one exists, that is maintained or has been designated as the official website. 1 V.S.A. § 312(b)(2). If it is not possible to provide the final approved minutes in five days, then a draft that is marked with words such as "subject to approval" should be posted and made available. Minutes need not be taken in executive session, but if they are, they are not subject to a public records request. 1 V.S.A. § 313(a).

Gloria is meeting with Patrick Healy about the Vermont cemetery commission annual meeting next week.

No motions were made or voted on.

The next meeting is scheduled for July 30, 2015 at 5:30.

Meeting was adjourned.