

# DUXBURY CEMETERY COMMISSION

Minutes of meeting held on september 23, 2015  
Erin campos,Gloria Rapalee, and Wayne Langlais in attendance.  
Meeting called to order at 5:30 pm.

## **Financial report from Gloria:**

The MBVT account has a balance of \$1436.33 as of 9/23/2015.  
There was a \$100.00 deposit from Perkins in August for cornerstones.  
Shane Grace the groundskeeper is due his fifth payment, a sixth and final payment for the year will be due in October.  
Gloria said she had requested the second budget installment of \$2700.00 from the town treasurer. It has not been received.  
Erin will call Duxbury Selectboard Chair Amy Scharf to address the withholding of this line item budget payment.

The Vermont Cemetery Commission fall meeting will be held on Wednesday October 14, 2015.  
Gloria will respond that two members of the DCC will attend.

## **Landon/Haydon**

We discussed the policy wording of the policies and procedures of the DCC stating that Landon/Haydon is "CLOSED to sales, memorials, plantings and burials etc."  
Lois Haslam has asked for permission and offered to plant flower bulbs in the mossy area of the cemetery.  
The commission discussed modifying the policy to say " adjacent to stones inside the burial area" after closed to...  
A motion was made to amend this into the policy, the motion was approved unanimously.

## **Grounds Care Contract**

We discussed having contract draft developed for the 2016 groundskeeping season.  
Erin will email a contract template that the commission can work on to have ready for an RFP for potential vendors.  
Shane Grace is the current groundskeeper and at this time we believe he would like to continue in this capacity.  
From the 2016 season on the groundskeeper will need to be insured to do the work and will need to fill out a W9 for a 1099 IRS reporting.

## **OTHER BUSINESS**

Erin asked if we should keep a record of burials? Gloria said she has been keeping a record.  
Wayne mentioned that the room where the plot maps are kept in the Town Clerk's office is closed and locked on Mondays.  
Erin and wayne will copy the plot markings from the Phillip's Cemetery plot map in the Town Clerk's office to the copy that the DCC has.  
Erin will check with the Town to see if we need any further steps other than DCC approval to make changes to cemeteries.  
We are currently exploring the possibility of taking donations from schools for the clay at the wet end of Phillips cemetery. Any donations can go into the perpetual care fund.

Meeting was adjourned at 6:30 pm

Respectfully submitted  
Wayne Langlais