

## **Cemetery Committee Meeting- May 1, 2018**

In attendance: Beth McGee, Susan Thompson, Ed Thompson

Discussion regarding Burial Coordinator:

There is a need for a burial coordinator to complete the following tasks:

- Take calls from families with burial needs
- Communicate with funeral home personnel
- Coordinate opening and closing of the grave site with an excavating contractor

Families are responsible for the fees, but the Town receives the payment and then pays the fee to the person we contract as a Burial Coordinator.

Town will receive payment of \$300.00 for services from the family and subsequently pay the Burial Coordinator the contracted fee of \$300.00, and further

Town will receive payments as follows for excavation services and subsequently pay the excavator the same contracted fee:

- Full plot opening and closing- \$500.00 (Weekend and holidays \$550.00)
- Cremation plot opening and closing- \$250.00

Beth will prepare a Resolution for the May meeting to authorize this position/fees so we can begin our search to fill the position.

Maintenance:

Buddy Rollins has agreed to take on the maintenance of cemeteries as a task of the Highway Dept. Funding will be provided through the A fund cemeteries appropriations.

Inventory of Christian Cemetery:

Need to contact other cemeteries to get names of others who might do this task. We may have three burials a year, but less on average. Inventory will determine how many spaces we have left based on dimensions needed and then we can determine how many more we want to sell.

Determine how many spaces are available in rows 19 and 20. Leave row 21 open for any errors from days past.

Finishing sales of plots:

The goal is to sell all the plots available so the management of that task is no longer necessary and we can focus only on maintenance and burial coordination.

Determine an end date for sales- a year and a half away maybe?

Advertise that sales will end and what is sold by the date chosen will be all that will be sold.

Notify people of "sale" via Dandy Mart, Town website, Dollar store, town hall, newspaper articles/classifieds, town board meetings, newsletter.

Then, stop selling when deadline comes to pass and be done with sales.

Cemetery decorations:

We will all look at signage at other cemeteries and take pics if we see some regarding decorations or other important information.

New Rules-post in cemeteries, website, in Town Hall, contact people who have plots directly, Sue will compile a list of people to notify.

Beth will write letter of new rules once they are prepared and agreed upon by Town Board.

Sue will research Firefighter flag protocol for gravesites.

Beth will make committee's recommended revisions to policies and rules and provide for next meeting.

Next meeting: Monday, June 25<sup>th</sup>, 4:00 PM to prepare proposal for Town Board on policies and decoration rules.

Submitted by Beth McGee