

Cemetery Board of Commissioners  
Minutes  
November 2, 2021

Board met in session at 7:02 p.m. in the office at Waterside Cemetery.  
Present (constituting a quorum):

Richard F. Coletti, Chairman  
Janet S. Merrill, clerk  
Rufus L. Titus

Catherine M. Kobialka, Superintendent

**MINUTES.** Motion made and seconded to approve the minutes of July 20, 2021 as presented.  
All in favor. **VOTE**

**PLOWING.** Highway Department was informed that the pickup truck that is being traded in is not mechanically sound to plow this year. We have a new vehicle on order but have no expectation of receiving it any time soon given the situation with the scarcity of computer chips.

**PERSONNEL.** Brief discussion on how new office clerk is progressing. The clerk is still training, however the Superintendent has had many compliments via phone, email and notes as to how knowledgeable, helpful and accommodating she is. We are fortunate to have her.

**CEMETERY SOFTWARE.** HMIS/Batesville cemetery software needs to be converted to a Web based product. The current software will no longer be supported. Discussion on future benefits of a web based program. Cost of conversion including training will be \$10,000.00 to be funded through Sale of lots Fund. Also the yearly fee will increase by \$693.00 and will be reflected in our budget line item #5246. All in favor. **VOTE**

**AMERICAN RESCUE PLAN ACT FUNDS.** Email sent to Jason Silva on Thursday, October 28, 2021 regarding possible use of funds:

Phase one of Vets lot on Green Street  
Waterside rear water system  
Hourglass pool replacement

Superintendent to get quotes etc. if any of these items are allowed to be funded with ARPA funds. All agreed and would like to see if the Web conversion for the Cemetery program would also qualify.

**FY23 BUDGET.** Superintendent presented a level funded expense page for discussion. The only exception being the \$693.00 increase to line item #5246 as voted.

All agree to combine line items #5411, 5421, with 5429 for ease of accounting:

5411	computer supplies	800.00
5421	printing/forms	515.00
5429	misc. office supplies	<u>500.00</u>
	Total 5429	1,815.00

No payroll figures were presented. Town Departments will have no figures from Finance Department until an MOU is signed between the Town and MMEU. Superintendent to ask Finance Director for an extension until such time that there is a completed budget requiring a vote. **NO VOTE**

Superintendent to submit expense page showing tentative request figures along with quotes for all proposed outlays.

**TRACTOR.** Quote for new garden tractor from John Deere:

JD 2032R tractor	30,368.25
Trade 2007 JD 2520 with backhoe attachment	<u>15,107.55</u>
Total cost funded from Sale of Lots Fund	15,260.70

**COMPENSATION COMMITTEE.** Have been waiting since April to appear before the Compensation Committee to discuss the grading of the Superintendent position in the GovHr report. Another request to appear letter will be sent to the committee, signed by the Board.

**NEW BUSINESS - GUN HOUSE.** Commissioner Merrill would like to get some kind of ground penetrating machine to see if there are any remains buried at the Gun House on Elm Street. Cemetery Department has no jurisdiction or funds. Discussion as to who owns the property and how to proceed. Commssioner Merrill to do some research and maybe contact MRJT.

Next meeting Tuesday, January 11, 2022

Motion made and seconded to adjourn. Meeting adjourned at 8: 04 PM

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Janet S. Merrill, clerk