

**Town Cemetery Board**  
**Wednesday, April 11, 2018**  
**11:00 a.m.**  
**Town Hall Meeting Room**

**MINUTES**

Present: Chairperson Nikki O'Neill, Jack Lanzi and Terri Latimer. Also in attendance were Sexton Robert Drewry, Public Works Foreman Kyle Riley, Planning & Zoning Administrator Jeremy DeCarli and Town Council Liaison Kevin Reich.

Not Present: Dennis Wall

**Call to Order**

Chairperson Nikki O'Neill called the meeting to order at 11:00 a.m. in the Town Hall Meeting Room.

**Update on Cemeteries**

Mr. Drewry reported that one burial was done in the last two years. No plots have been sold. There are approximately 20 remaining in Skinnerville. A ground x-ray was done at least 8 years ago. There are only plots available at Skinnerville.

Kyle Riley, Public Works Foreman, reported that the driveway at the Skinnerville Cemetery was paved last year and the mowing and brush clean-up will be done for the spring soon.

**Fee Update**

The fee for plots in the town cemeteries is \$500. The base fee to dig the graves is \$600. The digging fee goes to the individual that digs the grave.

**Update on Young Street Cemetery Expansion**

Mr. DeCarli provided a memo outlining the step need to gain approval to expand the Young Street cemetery with the additional land purchased several years ago. One of the steps is obtaining a site plan. The Town's engineering firm, Anchor Engineering, could assist with this. He will get an estimate from Anchor on the cost of a survey. There are funds available in the Capital budget for Town Cemeteries.

Mr. Reich provided an overview of a packet of documents including Cemetery Regulations, a letter from a cemetery design company, information on the purchase of the property next to the Young Street cemetery, the Cemetery Board ordinance and a draft for an article about spring cemetery cleanup.

**Reappointment of Members**

All members are up for reappointment in May. All members are interested in reappointment.

**Election of Chairperson**

A motion was made by Mr. Lanzi, seconded by Ms. O'Neill, to appoint Terri Latimer as the Chairperson. Voted (3-0)

**Adjournment**

A motion was made by Ms. Latimer, seconded by Mr. Lanzi to adjourn the meeting at 11:40 a.m. Voted (3-0).

Respectfully submitted,

Cathy Sirois  
Recording Secretary