

WILLIAMSTOWN CEMETERY COMMISSION

November 16, 2023 * * Minutes - Draft

Present: Matt Couillard CH, Susan Lyons, Daphne Herwig, Orvil Lasell

The Meeting was called to order at 7:00 P.M. at the Town Office.

Minutes: Minutes from Oct. 26, 2023 were reviewed. Motion made by Daphne H to accept as written, 2nd by Orvil L. All approved and Motion passed.

Budget Status Report: Budget Status Reports for the Current Year and the Previous Year were presented and dated Nov. 15, 2023.

Warrants: Kirkyard Servies/Oct. Contract = \$4250.00; The World Ad = \$46.76; Joe's Custom Mfg. – 3 sets Corner Posts = \$504.00; Helman Burial = \$250.00. Warrants Paid out for Current Year's Budget = \$5,050.76. From Previous Year's Budget – Work done in West Hill Cemetery = \$3,100.00

Income: H. Woodworth/Grass marker installed/\$60.00; Burial/F. Quintin - \$350.00. Total Income Received - \$410.00

New Business:

Matt C. Look over the Current Budget Status Report.

Orvil L. Looking at the Current Year report – Cemetery Lot Sales under Income – it doesn't match up with the total in the Expense column. The \$5,550.00 figure is the total that we transfer to the Trustee of Public Funds account. Also, looking at the Previous Year report - - under expenses – the Lot Sales-Perp. Care item is not listed?

Susan L. I will check with Jennifer on the Lot Sales questions. We have already processed the \$5,550.00 for the 2023 year to the Trustee account.

Matt C. Has Joe's Nov. Contract expense been paid out?

Susan L. Not yet – we haven't received his invoice.
I do have Joe's new contract for 2024 typed up and want to point out to the board that per his bid which we approved at our last meeting - - the last three items that were on his last year's contract were not included in his Bid and I have not included them in the 2024 contract. I did speak to Jackie Higgins, the Town Mgr. about this. Those items were not part of the sexton duties and were not included in the Bid Proposal.
Discussion followed - - those last three items had been added per agreements with the Board and Joe, and could be discussed again as needed. The Board's decision was to sign the Contract and either have Joe come in and sign it – or mail it to him for his signature and to return the original to the office. A copy would be mailed to him for his records.

Matt C. We need to go over our Lot prices and adjust them.
Discussion followed and new prices were set and approved to be effective January 1, 2024 with copies to be mailed out as soon as possible to the funeral homes.

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Other/Old Business:

Matt C. Anything else? No - -. No December Meeting needed.

Orvil L. I'll make the Motion to adjourn – 2nd by Susan L. All approved.

MEETING ADJOURNED AT 8:00 P.M.

NEXT MEETING: March 2024
