

**CEMETERY COMMISSION
MEETING MINUTES**

November 12, 2019

5:30 PM

Conference Room C

MEMBERS PRESENT: Gail Forsberg
William Graham
Cheryl Fraser

ALSO PRESENT: Scott Charpentier, DPW Director
Donald LeBlanc
Normand Corbin
Robert Luke

Meeting called to order at 5:30 PM

1. APPROVAL OF MINUTES FROM APRIL 2, 2019 MEETING

Commissioner Forsberg moved to approve the minutes from April 2, 2019; Commissioner Graham seconded the motion. All members voted in favor.

2. CREMATION VAULT POLICY REVIEW

Mr. Leblanc informed the Commission that the main reason for using concrete vaults is to prevent damage to the urns when probing becomes necessary. Commissioner Forsberg inquired as to the usability of a marble urn. Mr. Leblanc indicated that cultured marble would be acceptable as well and has been used in the past. Mr. Charpentier informed the Commission he should work with Mr. Leblanc to prepare an approved specification. He indicated that this specification would be in consideration at the next Commission meeting. No decision was made and the item will be considered in the future. The Commissioners agreed with this recommendation.

3. CONSIDERATION OF HOWARD STREET CEMETERY NATIONAL HISTORIC REGISTER

Mr. Corbin stated that there are two basic reasons for achieving National Historic status. The first is the prestige it brings to the town and the second are the grants that become available for future cemetery improvements.

Mr. Corbin secured an estimate for the proposal to be written professionally, which will be approximately \$7,000. He believes that given the size and scope of the writing it should really be handled by professionals. He has submitted a CPA application to fund this work.

Mr. Charpentier raised the concern that Kizer has its own lot & parcel information and therefore should not be considered part of the Howard Street Cemetery insofar as the National Historic Register. Mr. Corbin agreed that this a possibility and suggested gaining further clarification before continuing. The Commissioners agreed and additional information will be presented at the next commission meeting.

Mr. Charpentier suggested the Commissioners still sign the letter of support for the CPA funding request as this will have no bearing on the question of Kizer's status.

Commissioner Forsberg moved for a motion of support provided Kizer Cemetery is not included and Commissioner Graham seconded the motion. The vote was unanimous in favor.

NEXT MEETING:

Mr. Charpentier suggested the next Commission meeting take place on a date and time in February.

ADJOURN:

At 5:55 pm, Commissioner Forsberg moved to adjourn; Commissioner Graham seconded the motion; The vote was unanimous in favor.

Respectfully Submitted,

Robert Luke
Administrative Assistant

Documents used during meeting:

1. November 12, 2019 Agenda
2. April 2, 2019 Meeting Minutes
3. Letter of support for CPA Funding Request
4. Cemetery Regulations regarding concrete vaults