

**Town of Readsboro  
Cemetery Commission Meeting  
September 17<sup>th</sup>, 2019  
---DRAFT UNTIL APPROVED AND SIGNED---**

The meeting was brought to order at 6:00pm with the following present: Forrest Hicks, Al Scaia, Lance Howard, and Devon Carrier.

The meeting minutes of August 27<sup>th</sup> were approved. Motion by Devon and seconded by Al. So voted.

Agenda, Additions or Corrections: None

**Old Business:**

The Village gate installation by Berkshire Fence is completed. A post project lessons learned review was conducted. Two items were suggested for all major projects.

- Each phase of a project will receive a site visit by the CC or Sexton. This is to verify quality of work and adherence to the condition of the bid or contract specifications.
- Photos should be taken of the project at various stages.

The final invoice was signed. The previous motion to use 2,700 dollars of the interest from the perpetual care fund was reaffirmed in order work on projects prior to the new FY in July 2020.

**New Business**

The Cemetery Rules and Regulations were reviewed for a third time and a motion by Devon and second by Lance to sign our approval and issue this new revision. So voted.

The Heartwellville Cemetery gravestone preservation work progress was discussed. 70 gravestones completed to date. Forrest explained that due to budget restrictions the reseeding will be done in the spring.

Work continued on the 5 year Cemetery plan and goals. Great progress was made in prioritizing many things of our list. It was a very productive discussion, which will continue at the October 15th meeting.

Thank you cards were signed for four people that have been a great help to the our Cemetery goals. The Comai famiy, Danny Birch, Neal Houston, and Norm Wilber.

The next meeting will be October 15<sup>th</sup>  
The meeting was adjourned at 7:35pm

Respectfully submitted,  
Forrest Hicks  
Acting Secretary

