

Cemetery Advisory Board Meeting

March 24, 2010

Minutes

Call to Order

Chairman John Mills called the meeting to order at 7:02 p.m.

Members Present: John Mills, Myra Parker, Alan O'Shaughnessey, Margaret Shearon, Christie Dowda, Nancy Bates, Jackie Revill, Anne Hines (ex-officio)

Members absent: Peter Firth, I. Beverly Lake

Staff Present: Mike Barton, Director of Public Works
Roe O'Donnell, Deputy Town Manager

Guest: Randy Bright – Bright Funeral Home and Cremation Center

Approval of Minutes

Action: Minutes from February 24, 2010 were approved. Motion to approve by Cristie Dowda and seconded by Alan O'Shaughnessey. Motion carried 7 - 0.

New Business

- 1 Jackie Revill was welcomed to the Board as our new member.
- 2 Randy Bright was introduced and he gave a brief presentation on the idea of installing a Columbarium to the Wake Forest Cemetery. He passed out preliminary costs and samples of Columbaria. He pointed out that there needs to be a plan in place before any final decision is made to ensure all the aspects of the project are covered such as sizing of niches and the type and placement of structure(s). He recommends pre-fabricated structures and for the Board to establish set guidelines on type and size of lettering for the plaques. He will get back with Staff to give them an estimate on number of possible cremations foreseen to give the Town a better idea on how many niches to start the project with and still not be required to purchase additional Columbaria too soon in the future. Alan O'Shaughnessey motioned that Staff present to the Town Board, a budget to provide funding for a Landscaping Plan for Section 6 to include an area for Columbarium's. Nancy Bates seconded the motion. Motion approved 7-0.

Old Business

- Anne Hines gave the Board an update on the Focus on Wake Forest segment filmed for the Walking Tour. Along with Anne, Peter Firth and John Mills spoke about the Tour.
 - Nancy Bates gave an overview on responsibilities of different Committees to ensure smooth operation and planning for the Walking Tour. The following are the Committee Chairs for each Committee:
 - Tour Coordinator – Nancy Bates
 - Publicity Chair – Cristie Dowda
 - Volunteer Committee Chair – Alan O’Shaughnessey and Myra Parker
 - Grounds and Props Chair – Mike Barton
 Nancy will email each Chair the list of responsibilities to use as a guide.
- 1 Mike Barton gave an update on the list of names and stated that thanks to one of his employee’s, 156 names have been added to the list by using actual names on headstones. This employee spent 2 weeks walking the Cemetery gathering names.

Next Meeting

Next meeting scheduled for April 28, 2010 @ 7:00 pm in the Town Hall Board Room.

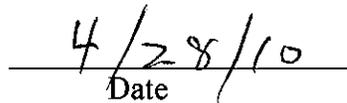
Adjournment

Action: At 8:40 p.m., there being no further business, Alan O’Shaughnessey made a motion to adjourn the meeting. Cristie Dowda seconded the motion, which carried unanimously (7-0).

Respectfully Submitted,



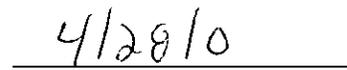
 John Mills, Chair



 Date



 Mike Barton, Secretary



 Date