

Cemetery Advisory Board Meeting

May 25, 2011

Minutes

Call to Order

John Mills called the meeting to order at 7:00 p.m.

Members Present: John Mills, Alan O'Shaughnessey, Margaret Shearon, Jackie Revill, Nancy Bates

Members absent: I. Beverly Lake, Christie Dowda, Myra Parker, Peter Firth, Anne Hines (ex- officio)

Staff Present: Mike Barton, Director of Public Works

Guest(s) Present: None

Approval of Minutes

Action: Minutes from April 27, 2011 were read and approved. Motion to approve by Alan O'Shaughnessey and seconded by Margaret Shearon. Motion carried 5 - 0.

New Business

- Mike Barton gave update on the Columbarium and Section 6. Process of recombining of property to start. Board asked when vendor could make a presentation and Mike to set up for July or August meeting.

Old Business

- John Mills gave praise to Advisory Board and Docents for a job well done on the walking tour.
- Nancy Bates recommended that someone be trained to take over as Tour Coordinator for future walking tours.
- Nancy Bates went over the walking tour surveys and made several suggestions due to the results;
 1. Number brochures to keep track of attendance.

2. Add link to Town website for taking survey on line.
 3. Adding Walking Tour advertisement as an insert to bill.
 4. Adding more signage for each Docent location (Mike to take care of).
- Nancy Bates stated that the WF/R JROTC did a tremendous job but may not be able to make future walking tours depending on school budgeting. If program continues, they would appreciate an invite back. Also stated that other military groups would offer assistance in helping with the walking tour if asked.
 - Jackie Revill talked about how Docents may or may not have felt about talking about other families. More work with Docents may be needed to make them feel more comfortable about speaking if they wish.
 - Margaret Shearon talked about how she thought things went well and that we need to get more publicity out in the future.
 - Alan O'Shaughnessey asked about moving the monthly Advisory Board meeting to Tuesday instead of Wednesday.
 - Alan O'Shaughnessey made a motion to change Town Ordinance to state that as a minimum, when interment takes place in the Town Cemetery, that a footstone is placed on the plot and any temporary placards be removed within 3 months of interment. John Mills seconded the motion which carried 5 – 0. Mike Barton to present motion to Advisory Board before June 1, 2011 for approval to send to Town Board for approval at the June 21, 2011 BOC meeting.
 - Nancy Bates asked Mike Barton if she could have some time with Betty Pearce to discuss walking tour books (guidelines for the tour) to make sure everything to date is covered for future tours.

Next Meeting

Next meeting scheduled for June 22, 2011 @ 7:00 pm in the Town Hall Meeting Room B-001.

Adjournment

Action: At 8:10 p.m., there being no further business, Alan O'Shaughnessey made a motion to adjourn the meeting. Jackie Revill seconded the motion, which carried unanimously (5-0).

Respectfully Submitted,



 John Mills, Chair

6/22/11

 Date



 Mike Barton, Secretary

6/22/11

 Date