

VERNON CEMETERY COMMISSION

September 6, 2016

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The regular meeting of the Vernon Cemetery Commission was called to order at 3:00 p.m. by Chairman Jean Luddy at the Cemetery Office at Grove Hill Cemetery. Members present were Jean Luddy, Stuart Edwards, Judy Hany, and Norine Edwards. Absent was Lois-Jane Tonski. Also present were Superintendent Alan West and Secretary Carol Nelson. Norine Edwards was welcomed as a new member of the Commission, replacing Scott Brown.

Citizen's Forum – No members of the public were present.

Minutes of the Regular Meeting of June 7, 2016 – A motion was made by Judy Hany, seconded by Stu Edwards and unanimously voted to approve the minutes of the June 7, 2016 regular meeting as presented.

Minutes of the Special Meeting of June 14, 2016 – A motion was made by Stu Edwards, seconded by Judy Hany and unanimously voted to approve the minutes of the June 14, 2016 special meeting as presented.

Superintendent's Report

- a. Seasonal & Employee Status – Cemetery Secretary Carol Nelson is back on the job following knee replacement surgery. Bill Aforismo continues to recover from heart issues and is hoping to return in September. Seasonal laborer Jim Wood has been temporarily assigned as supervisor of the seasonal staff. The two college students have returned to school with one continuing to work on Fridays through the fall. One seasonal employee has transferred from Parks and Recreation to assist through the fall. An additional full-time employee has been requested of the Town Administrator in anticipation of retirement of the superintendent.
- b. Financial Report FY 15-16 – Copies of the financial report were distributed.
- c. OSHA Inspection update – Corrections were made on the cited items. Fire extinguishers are inspected monthly and noted on the attached card. Training was attended by both Alan and Carol. A job safety and hazard communications plan has been established with extensive documentation. Seasonal employees will be required to read and sign off on the availability of optional hearing and eye protection. Decibel monitoring was conducted by OSHA and was found to be below the limit required for remedial action. A railing on the platform in the storage building is required and will be constructed by staff. This work will be paid for by transfer of the budgeted asphalt.
- d. Tree work – Six trees in Elmwood were posted and removed. Trees in Grove Hill have been trimmed. New trees will be planted in Elmwood in the spring. This project will also be paid from transfer of the asphalt budget.

Unfinished Business

Brick Memorial Walkway – The project is behind schedule. A diagram has been made that is forty-two feet long with 4x8 red brick, 8x8 gray brick and an edging of brown brick. The memorial at St. Bridget Church in Manchester has been visited to see the layout. It is hoped to get the walkway installed this fall with memorialization to take place in the spring.

New Business - None

Any Other Business – Wreaths Across America will take place at Lugg Field on Saturday, December 17 at 12:00 noon.

The meeting was adjourned at 3:50 p.m. with a motion made by Stu Edwards, seconded by Norine Edwards.

Approved: Dec. 6, 2016



Carol S. Nelson

Cemetery Secretary