

Lee Cemetery Trustee Meeting

June 18, 2019

Cemetery Trustees Present: Peter Hoyt, Chairman, Donna Eisenhard, Bookkeeper and Jeff Liporto.

Others Present: John Tappan, Trustees of Trust Fund Chairman and Bookkeeper.

1. Meeting was called to order at 4:30 p.m.
2. The minutes of the May 15, 2019 meeting were reviewed and approved.
3. Mr. Hoyt reviewed tree and bush pruning and bush removal that needs to be accomplished at Old Parish Cemetery and Lee Hill Cemetery. Private Trust cemetery Arthur Fernald also needs work done. Mr. Hoyt said he is currently working with Public Works Director Steve Bullek to choose a vendor to accomplish this.
4. Stone cleaning and repair at Lee Hill Cemetery was discussed. Mrs. Eisenhard said she is planning on a review and picture taking of the areas needing work done and will meet with Kent & Pelczar who will be doing this work.
5. Trustee Tappan met with the Trustees and presented a sheet entitled *Notes for Meeting with Cemetery Trustees*. He explained what happens when plots are purchased and emphasized that whenever a check for plot purchase is received he should be contacted immediately to arrange transfer of the check. He explained what happens after that and that new trust funds will be listed the first year in the annual report. He said preparation is needed in order to enable reimbursements from the Trust funds for plot care properly evidenced by appropriate bookkeeping entries. A discussion followed. He said the Trust Fund Trustees will gladly assist with establishing procedures. The Trustees thanked Mr. Tappan for coming. A copy of the sheet from Mr. Tappan becomes a permanent part of these minutes.
6. There being no further business, the meeting was adjourned at 6:00 p.m.

Minutes recorded by:



Donna Eisenhard, Bookkeeper