DUNBARTON CEMETERY TRUSTEES
Special Meeting – Budget Workshop

Date: December 13, 2017
Location: Dunbarton Town Office

Trustees Present
Don Larsen, Chairman
Brian Pike
Judith Stone, Secretary

Meeting Opening
Don called the meeting to order at 5:30 PM

Maintenance Bids
A bid was received from Art St Laurent DBA Saints Lawncare
Total per year $7,500.00. Additional services for pre-burial mowing & trimming $50.00 per event with a 72 hour notice, and spraying weeds on rock walls - $25.00 per event. This past year many complaints have come in regarding the care of the Center Cemetery. This lack care has also been noticed by some of the trustees. Brian made a phone call to Mr. St. Laurent on the town phone using the speaker function so that we could state our concerns and listen to his reply. Art stated that it had been a bad year for him and he is aware that he could have done better. He apologized for his past performance.
Brian made a motion to accept the bid from St. Lawncare providing that we get assurances that he will take better care in the upcoming contract season. Seconded by Don and passed 3-0. Brian will send Mr. St Laurent an acceptance letter. Mr. St. Laurent will also be asked to add to his invoices the dates that he mows, and when he does Spring and Fall cleanup.

On December 13 and email was received from Tracy Westcott-CEO of ASAP Landscape Design LLC, in Bow, wishing to place a maintenance bid. As it came in after the deadline we will not consider a bid.

Wall at Pages Corner
Received an invoice for $2200.00 from Saints Lawncare for work on the North and East walls at Pages Corner cemetery. Due to weather fifty-one percent of the work has been done. Total cost of the project is $4,400.00. $2,200.00 for supplies has been paid to date. Brain made a motion to pay Saints Lawncare 51% of the labor costs of $1,000.00 for labor. The balance of $1,200.00 to be paid when the job is complete, seconded by Don – Passed 3-0
CIMS:
CIMS License of $2,995. Has been paid in full.

Mapping: Cost of mapping is $2,635 of which $1,968 has been paid.
$656.25 remains to be invoiced.

Aerial Photo: The cost is now $400. Per cemetery for total of $1,200 of which $150 has been paid.
$1,050 remains to be invoiced.

Support: One year system support is $585 of which $450 has been paid.
$135. remains to be invoiced.
Talked about adding a line item of $600.00 to the budget for CIMS support.

Motion: Don made a motion that we pay the 2018 maintenance contract of $585. out of the 2017 budget and also pay the $1871.25 that we have left on our contact. Seconded by Judy, passed 3-0.

A letter will be sent to CIMS requesting that they send us an invoice us for what we currently owe and for 2018 support. We will then pay for 2018 support in January along with what we owe.

Budget:
Brian made a motion to keep the total budget the same as last year with two changes being made. Fence Repair will change from $3,200 to $2,600, and new line item for CIMS support of $600 will be added. Don seconded the motion, passed 3-0.

Next Meeting:
The next meeting will be held January 2, 2018 at 7:00 PM

Adjournment:
Don made a motion to adjourn at 6:45PM, seconded by Brian-passed 3-0.

Respectfully submitted

Judith A. Stone, Secretary