

Town of Orford
Cemetery Commission
Meeting Minutes September 21, 2024

Members Present: Brenda Smith and David Smith

Others Present: Chase Kling, Selectboard Representative, Claudia Tracy, Paul Tracy and Heidi Wilson

Call Meeting to Order

The meeting was called to order at 9 am.

Approval of Minutes

Motion made by David, seconded by Brenda to accept the minutes of August 10, 2024. Motion passed 2/0.

New Business

Creating a “Friends of the Orford Cemeteries”: Heidi Wilson made a proposal for developing a new organization called Friends of Orford Cemeteries, with a focus on community involvement and support groups. Heidi said she has discussed the idea with the Orford Historical Society to see if they would be interested in partnering with the Cemetery Commission on this. The Historical Society said they would discuss it and let her know. Chase discussed the organizational and fiscal requirements needed for such an organization. The Cemetery Commission was very interested in Heidi’s proposal and said they wanted to work with her on it.

Cemetery Mowing and Maintenance in 2025: There was discussion about cemetery maintenance, and the need to hire someone to mow the cemeteries starting in 2025. There was consensus that the Cemetery Commission should start now to find someone to mow next year. It was agreed that a part-time mowing position should be advertised with a proposed hourly rate of \$25 per hour.

Cemetery Commission Budget for 2025: A mowing contract and financial planning for upcoming projects and maintenance requirements will be key to developing the 2025 budget. Brenda suggested having cleaning kits on hand for people who might want to clean gravestones. The kits could include small buckets, scrappers, brushes, squirt bottles and cleaning solutions. The 2025 budget will be completed at the October 12 meeting.

Forms for Plot Sales and Perpetual Care Funds Requests: Paul Tracy created new forms to be used for cemetery plot purchases and to request funds for repairs. Use of these forms will improve documentation and transaction processes. After review and discussion, the Cemetery Commission approved the funds request form and asked for some minor changes to the plot sales form.

Headstone Resetting Workshop: The meeting concluded with a discussion of plans for the upcoming workshop event on September 28, 2024, at the Dame Hill Cemetery highlighting community engagement and upkeep efforts.

Other

Motion made by David, seconded by Brenda to adjourn the meeting at 10:30 am. Motion passed 2/0.

Minutes compiled by Claudia Tracy