

Town of Orford
Cemetery Commission
Meeting Minutes November 9, 2024

Members Present: Brenda Smith, David Smith and Linda Pease

Others Present: Chase Kling, Selectboard Representative, Paula Graves, Claudia Tracy and Paul Tracy

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 October 12, 2024. Motion passed 3/0.

Old Business

Creating a Friends of the Orford Cemeteries: Paula Graves, representing the Orford Historical Society, provided an update. Heidi Wilson approached the OHS about establishing a Friends of the Orford Cemeteries under the umbrella of the OHS non-profit. Paula said the OHS Board is very supportive of the idea but needs to do some research before making a decision to be sure what it would entail. They plan to speak to a lawyer and hope to have a decision in January. Chase discussed how donor trust funds are set up and managed and said that the town attorney could be asked to review this since a Friends of the Orford Cemeteries would be a benefit to the town and the taxpayers. Brenda thanked Paula and said the Commission looks forward to hearing the OHS Board decision.

Recruit/Contract for Cemetery Mowing: The Commission reviewed the job description for a seasonal cemetery maintenance employee, the specifications for a cemetery mowing contract, and the recruitment ads for both. It was agreed to eliminate the requirement for chainsaw use from both the job description and the contract specifications. It was further agreed that applications for the seasonal employee and sealed bids for the contract would be due by 4:00 pm at the Town Office on December 10, 2024, and bids would be opened at the Selectboard Meeting on December 11, 2024. Linda will have Esther place both the job and bid notices in the Valley News and Journal Opinion as well as post on the Orford Listserv. David made a motion to accept the job description and bid specifications, as amended, and the due date of December 10, 2024, for job applications and sealed bids. Brenda seconded the motion. Motion passed 3/0.

New Business

Trailer to Move Mower: David stated that if the Commission is able to hire a seasonal employee versus a contractor for cemetery mowing, we will need to buy a smaller trailer to move the mower between cemeteries. That would mean that the current trailer could be sold. It was agreed that this issue would be taken up after the Commission knows whether the cemeteries will be mowed by a seasonal employee or a contractor.

Veteran's Memorial: David stated that he planned to discuss the idea for a Veteran's Memorial at the Veteran's Day Celebration on November 11 and ask for volunteers for the project.

Adjourn: Motion made by David, seconded by Brenda to adjourn the meeting at 10 am. Motion passed 3/0.

Respectively submitted.

Linda Pease