

New Hartford Town Hill Cemetery Committee

Special Meeting

540 Town Hill Rd, New Hartford, CT

May 5 2018

Attending: Mary Lou Rayno, Debbie Lindell, Anne Hall, Donna Burdick, Sue Hall

Meeting called to order at 9:35 A.M.

May 6 2017 Meeting Minutes: Mary Lou request two clerical corrections: the date was incorrectly set as May 5 rather than May 6 and Debbie Lindell's name was incorrectly spelled as Liddell.

Sue made a motion to approve the minutes as corrected, Debbie seconded, all in favor.

Election of Officers: As this was the first meeting following the creation of the committee at the Town Meeting that enacted it, officers needed to be elected.

Anne made a motion for Mary Lou as Chair, Donna seconded, all in favor.

Mary Lou made a motion for Anne as Secretary, Donna seconded, all in favor.

The position of treasurer was discussed. It was determined that under the town ordinance that enacted the committee a treasurer was still required, but that the position would be one of oversight in order to determine that the town was properly managing the funds.

Following this discussion, Debbie volunteered to act as Treasurer, under this definition of the role. Donna made a motion to approve, Sue seconded, all in favor.

During this discussion the issue of the Edward Jones account was discussed. The Edward Jones account is still under the old tax ID number and still has Debbie's Social Security number on it due to the previous history of the former association. Furthermore, Edward Jones does not work with municipal governments. It was agreed that this poses a serious issue and that the town must resolve this issue as soon as is possible since the town is now responsible for the management of the funds belonging to the cemetery.

Treasurer's Report

This was not accepted and was considered to be incomplete due to the fact that the most recent statements from the checking account and from Edward Jones were not supplied to the commission.

It was entered into the record that: the association's old checking account at Northwest Community Bank was closed on April 17, 2018. It contained \$3,508.98. A new checking account under the town's tax ID number was opened at Northwest Community Bank on April 18, 2018 with the amount of 3,512.35 deposited. The change in amount was due to a dividend check that was deposited at this time.

It was entered into the record that the last report from Edward Jones on the endowment was dated November 24, 2017. At that time the endowment had \$116,639.62. The last correspondence from Edward Jones seen by the members of the commission was dated December 29, 2017.

Discussion followed on the matter of the report to the Probate Court which must be filed every July by state statute. It was determined that despite the change in authority this report must still be filed and that it was the responsibility of the commission to do so. It was further determined that the treasurer of the commission should request the necessary financial statements to file this report.

Chairman's Report

Discussion over the correct procedures that must be followed as a town commission occurred.

A meeting schedule was adopted according to town procedures: regular meeting on July 7, 2018 at (:30 at Mary Lou Rayno's house (540 Town Hill Rd, New Hartford, CT), and a regular meeting on September 8th, 2018 at Mary Lou Rayno's house. A motion to approve this schedule was made by Anne, seconded by Sue, all approved.

Plot identification: Mary Lou stated that she is continuing this project.

Maintenance: the Memorial Park is no longer part of the cemetery's maintenance or oversight. It is maintained by a town crew.

Jeff Deloy is still employed to mow and maintain the cemetery. It was determined that due to the unusual nature of the cemetery this was more appropriate than asking town crews to do maintenance.

Cemetery Insurance: the cemetery is now under the town's insurance. However, the board requested paper proof of this before cancelling the old policy.

Bylaws: it was agreed to address the necessary changes to the bylaws, occasioned by transitioning from a private association to a town committee at the June meeting

Plot Holder requests

Two requests for variances from the bylaws and cemetery rules were reviewed. Both were found to have merit and approved.

Restoration of Historical Monuments

The issue of restoring or stabilizing some of the early monuments was considered. While meeting with general approval it was felt by the board that more research was needed before any substantive conversation could be held.

Memorial Day

Historically the private association has hosted a Memorial Day Ceremony at the Town Hill Church Memorial Park. After some discussion it was determined that it would not be out of line to continue to do so.

Meeting adjourned at 10:45 am. Motion made by Sue, seconded by Donna, all in favor.