

## Corinth Cemetery Commission Meeting Minutes

Date: Thursday November 11<sup>th</sup>.

Location: Town Hall.

Time: 6:30 PM.

Meeting Minutes:

Meeting come to order 6:45 PM

Present: Geoffrey Hoots (GH), Raymond Moulton (RM) Norm Collette (NC)

### 1. Progress Report on investments and bookkeeping.

*Listened to Raymond's report and discussed various aspects of our finances, went over the spreadsheets presented to us for September by the treasurer Kelley. Discussed questions and calculated inadequacies & confusing line items on said spreadsheets to better understand them, and to present clarification and or correction requests to Kelley to list:*

**A.** *It would be handy if the Meadow account was removed from our reports because we always have to do the math.*

**B.** *The CD's need to be removed from the balance sheet as they are now in Fidelity.*

**C.** *Raymond stated that he would like to see Fidelity automatically deposit \$1,000.00 each month from the General Fund at Fidelity into our working checking account, so that cash flow is always secured. This will require that we make a Financial Policy change at some point. But no problem, we will*

*address that. GH moved in favor of this, NC 2<sup>nd</sup>, All In Favor So Carried.*

**D.** *The Total PCF deposit to Fidelity as of 11/11/21 should be **\$65,740.60**.*

More details & suggestions that we feel should be addressed:

*The **Expense Sheet** should show our current months maintenance costs of each cemetery group as well as a year to date total. Also, either on the expense sheet or the balance sheet, we will need to know other expenses incurred and what they were, so to determine if they should come out of the PCF funds or general funds.*

*The **Revenue Sheet** should show all deposits and their source, to likewise determine if they should go in the PCF account, or the general fund. This should also show current revenue and a year to date total.*

*The **Balance Sheet**, or perhaps it and a 4<sup>th</sup> page of reckoning, needs to show;*

**1.** *Deposits, withdrawals, and balances of the checkbook(s) and the money market portion of the fidelity accounts. If this is not all general fund money we need to know that also.*

**2.** *Sales or purchases of investments and their corresponding PCF account (cemetery group) or general fund account.*

**3.** *The current proportional amount of each cemetery group's principle and justification for any changes.*

**4.** *The proportional amount of each cemetery group's share of the money market account. This will not be the same percentages as with the principal percentages, as the funds were invested at different times and the Braman Fund came from the CD with \$312.00 in interest income. This will become even more relevant in the future if we don't spend the total income of a particular cemetery group.*

5. Income including interest, dividends, distributions, and capital gains for each PCF cemetery group & the general fund account.

6. *Expenses of each cemetery group need to be drawn from the PCF account or the general fund and accounted for.*

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2. To discuss and act on town appropriations request for this year.

*After discussions, RM made a motion that we only ask the town for \$1,000.00 this year, to basically cover the audit & the flags. GH second. All in favor so carried.*

3. To discuss the corner marker order & installation.

*Raymond to order corner markers and install. Norm is happy to help in any way if needed. Norm to look into options & costs of single and simple grave ground markers for single lots.*

4. To discuss and act on officer positions.

*No action.*

5. To discuss and act on any other business that may come before this meeting.

A. Discussed GPR study West Corinth & Dan Wings request for a couple single lots.

*It was decided that we will wait on hiring a GPR tech, and we will study the old cemetery road ways & prob & locate a place in the area of interest for Wing. There are various old cemetery spaces available in old roads, fence lines, corners etc, that could be utilized in cemeteries that have been considered full, once we are certain that there have been no burials in these areas. RM to meet with NC to help find a lot for Wing & Dubois.*

B. Discussed Nelson Tillotson's ongoing subdivision changes and if anyone has heard from them.

*GH said that there is yet another plan that uses our ROW to the East Corinth Cemetery even more so than the last two plans that were submitted. NC wondered why, being that the cemetery is town property, and we all are working for the benefit for the town, that neither the planning commission or the administrator, do not just freely keep us in the loop with this ongoing subdivision issue and plan changes right away when they arise. No Action taken. Norm will look into Tillotson's new plan and report back.*

GH made the motion to adjourn at 9:30PM. RM 2<sup>nd</sup>, all approved so carried.

The Corinth Vermont Cemetery Commission.

*Norm Collette (2023) Secretary.*

*Raymond Moulton (2022) Chair.*

*Geoffrey Hoots (2024).*

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