Corinth Cemetery Commission
Meeting Minutes
DRAFT

Date: Tuesday 7/22/25
Location: Town Hall.
Time: 6:00PM

Meeting called to order at: 6:05 PM by Raymond Moulton.
Present: Raymond Moulton Chair, Luke Campbell, Norm Collette Secretary

1. Approve the Agenda.
Raymond made the motion to accept the agenda as written, Luke seconded the motion, no further discussion. All in favor so carried.

2. Update on Finances & Access to Accounts.
Norm updated the commission on what has been accomplished by both Shirley & he. After much effort they have successfully gained access to accounts both at the Community Bank in Bradford, and at Fidelity Investments.
The late Geoffrey Hoots & past treasurer Dick Kelley have been removed from all accounts, & Raymond's viewing status has remained in place with the 6 Fidelity cemetery accounts.

We have moved forward with ordering 100 checks from Fidelity connected to our General Fund Core/Cash Account. Once checks have arrived, we will pay all bills directly from the Fidelity checkbook. The Community Bank account will soon be *used mainly for depositing income such as the sale of plots, perpetual care contributions etc. We can then simply wire the funds to our Fidelity General Fund Core/Cash Account.*

The Meadow cemetery bills will continue to be paid from this Community Bank account with its funds being transferred from its Fidelity account. Though it is noted that the towns Cemetery Commission has traditionally & solely paid any cost (such as new checks) associated with this checking account that it shares with the Meadow Cemetery.

We have now set up the electronic transfer option between Fidelity & the Community Bank, and have wired $6,000 to the community bank to pay bills while we await the *delivery of the new Fidelity checkbook & back up checks.*
Balance of the Community Bank account as of Friday July 18th was $7,850 and some change. Outstanding bills estimated to be $4,500.00 not counting the two year flag *purchase of $753.00 that we expect to be deducted from out annual town appropriation of $1,000.00.*

Discussion followed. No Action taken.

3. To discuss & act on hiring Shirley Montagne to work with us on paying bills, updating our books, and getting our accounting system in order.
Norm updated the commission on the select boards request, and on what Shirley is & is willing to continue doing for us, and suggested that we hire Shirley Montagne at the rate if $25,00 and hour to help work out the Fidelity accounting system for us, to catch up on all bookkeeping, and to pay bills.
She will use the towns NEMRC system to do payroll, and help decide the best

accounting system for us to use. She will work to set up electronic transfer payments for workers as well. Once our books are all in order and easily tractable and audit-able, we can then request that the town's treasurer office continue to keep up with our books and bill paying.
It was noted that since the beginning of time, the treasurers office took care of the *towns cemetery accounts and the paying of bills, and that there is no reason why that should not continue.*

Norm made the motion to hire Shirley Montagne for $25 and hour to work for us up to 100 hours to help work out our accounting system for Fidelity, and to pay bills for the time being until the treasures office can retake over our payroll, at which time we will revisit the situation. We will ask Shirley at the time to come to one of our meetings to report on her progress. We will then take it from there.
Reconciling the books that were not kept up by the past treasure, should really remain responsibility and cost of the treasures office as the past treasurer was not able to keep up with this task.

Luke seconded the motion.

Further discussion: Raymond wanted to be clear that he approves this motion for the good of the cemetery business and so the outstanding bills yet unpaid since early spring could be paid, but that he disagrees with the cemetery being put in this position by the town.
Luke & Norm approved the motion, Raymond abstained. The motion passed.

4. **To review extra office work Norm is doing to help Shirley get onto the accounts, to straighten out the accounts and to set up them up as needed, to help set up the accounting system, and to update the financial management policy & bi-laws.**
Norm gave an account on all of what he has been doing to help us gain access to our accounts, and what it will take to get the rest of our financial business and accounting in order to include reworking our financial management policy to better fit with the new organized system we have developed with the Fidelity accounts, and updating the bi-laws.

Discussion followed. No action taken.

5. **Review & update on the FEMA riverbank stabilization project at the Corner Cemetery.**
Norm reported that after great effort these last two years, that he has heard though Joe Blodget that the project has finally been approved by FEMA and that the state now has the approximately $34,000 in its treasury and that it is soon expected to arrive at the town treasurer office.
These funds will stay in the towns treasury and be distributed by the town treasury to Ricker Excavation as needed. Joe Blodgett town road foreman will remain in charge of this FEMA project in respect to approving payments & communicating with officials etc. Norm will continue to oversee the project.
The State's ANR has issued another permit to work in the brook and to stabilize the river bank good to Oct. 1 2027.
It is expected that material costs will be increased by Ricker Excavation since his accepted bid was issued in 2023, and that the Cemetery Commission will have to cover those cost increases.

Norm noted that we need to approve the expenditure of $25 needed to apply to the town's administrative officer & town planning commission to work in the flood plain. Norm does not see a problem with being held back with this process, though due to the fact that FEMA has visited the site with several officials, one of which was the states historical site official and that they all approved this project, and that the states Agency of Natural Resources (ANR) official Jaron Borg in charge of our areas rivers & streams has given us input and approved the plans and site work for this project and has recently giving us an extended permit, that we should & will request a waiver from the from the towns administrator for this application & fee with the planning commission.

Neighbor Penny Atherton has permitted us to use a section of her property to put in a temporary road to the brook so to move the excavator in and out, and to back truck loads of rip rap stone down close to the brook for the project.
Our commitment to her will be to pay for the locating and temporarily shortening of her underground dog fence so that the dog can be outside during the project, and repairing it to its original location after the project. The invisible fence company will do this work.
We will also return her landscape back to it original condition or better, and will dress off her driveway with one load of stay-pack and grade it.
Norm to update this agreement with Artherton. He has a written and signed agreement with her from 2023 and a verbal extension from her to extend the permit in 2024, but will see her to get us a new written and signed agreement for 2025-26.

Raymond made the motion to pay any necessary expenditures with required permitting. Luke second. No further discussion. All in favor so carried.

6. Any other business that comes before the board.

No other business was presented.
Raymond moved to end the meeting at 7:17, Luke second. No further discussion.
All in favor so carried.

Corinth Cemetery Commissioners-3 Years:

Norm Collette Secretary ends 2026, 685-3812.

Raymond Moulton. Chair, ends 2025, 439-5465.

Luke Campbell. Ends 2027.