

Lakeville Cemetery Commission  
Minutes  
December 2, 2011 - Town Office Building

- Call to Order: The meeting was called to order by Chairman Upham at 9:03 AM
- Members present: Commissioners Upham, Douillette, Mansfield
- Guests present: None
- Minutes: The minutes of October 19, 2011 were reviewed and:  
Upon a motion made by Commissioner Mansfield and seconded by Chairman Upham who stood down as chairman for the vote, the minutes were approved.
- Financial Reports: Commissioner Mansfield stated he had not yet received the 11/30 report from the Town Accountant and he would check with her after the meeting.
- Chairman Upham submitted two invoices to be paid.
- Correspondence: Chairman Upham received a memorandum from Town Administrator Garbett requesting the Commission prepare a 5 year Capital Budget for FY 2013. Commissioner Mansfield was asked to complete the form. He requested the commissioners send him their thoughts on Capital needs by year for the next 5 years.
- Chairman Upham handed out two administrative items.
- 1.) Mandatory reporting form and booklet on the open Meeting Law. Online training must be completed by each commissioner.
  - 2.) Employee Personnel Handbook Addendums B, C and D Effective July 2011.
- Old Business: Chairman Upham reported that the Indian Shores Cemetery upgrade is now complete. The tribe is pleased with the final site and the Highway Department has finished the new two spaceparking area.
- Commissioner Douillette inquired about the maintenance of Mullein Hill which is deeded in the front to Mullein Hill Church but the rear section belongs to the Town. Chairman Upham stated the cemetery is, however, maintained by the Town. Grave openings charges for the rear section are paid to the Town.
- New Business: Chairman Upham requested the Commissioners stop by the Town Clerks Office to sign acemetery deed.
- Commissioners are responsible for assigned cemeteries. It wasdiscussed visiting all 31 cemeteries as a group. However, Due to the large number of cemeteries, it was decided

that it would take several days and would be difficult to coordinate schedules. It was therefore agreed the Commissioners would try to visit all individually.

**Nextmeeting:** The next meeting was scheduled for Wednesday January 11, 2012 at the Town Office Building conference room at 9 AM.

**Adjourn:** There being no further business to discuss, upon a motion by Commissioner Mansfield and seconded by Commissioner Douillette it was unanimously voted at 9:45 AM to adjourn.