

TOWN OF PITTSFIELD
CEMETERY TRUSTEES

Pittsfield Town Hall
85 Main Street
Pittsfield, NH 03263

Minutes of the Cemetery Trustees – Monday, September 16, 2019

Members present: Cedric Dustin, Pat Heffernan, and Cara Marston

Meeting was called to order at 5:00 p.m. at the Pittsfield town hall.

New Business:

1. 2020 Municipal Operating Budget – The Trustees discussed the adjustments necessary for the 2020 budget. This year's contract for maintenance was \$30,000 which was greater than the total of \$28,600, and there are other smaller costs, too, like water & plumbing maintenance. It was decided to propose a contract amount of \$40,000, with an additional \$1,550 for the other cemetery costs of water, maintenance, supplies, & insurance. This budget will be presented to the Selectmen on 10/1.
2. Mapping & Software project – The Trustees discussed the need for having the cemetery mapped & lot information put into cemetery lot tracking software to protect the integrity of the information going forward. The current information exists only on paper. The maps are hard to read in places and do not always tie out to the lot cards. The previous estimate of doing the mapping work by a local surveyor came in at \$8,250. Marston will find some estimates on the cemetery software. As this project may be upwards of \$15,000, the Trustees will discuss spreading the cost of the project out over several budget years, though establishing an expendable trust.

No other business was conducted.