

BARRE TOWN CEMETERY COMMISSION
AGENDA FOR APRIL 22, 2020 at 6:30 P.M.
HOME BASED CONFERENCE CALL

Call-in phone number: (802) 861-2663

Participant code number: 489078#

Call to order:

ADDITIONS AND CORRECTIONS TO THE AGENDA
Deeds, niche reservations, monuments, discussion items

APPROVAL OF THE AGENDA
With additions if necessary.

APPROVAL OF MINUTES
Approve Minutes of October 23, 2019 meeting

QUARTERLY BUDGET REPORT
Mr. Rogers

SEXTON REPORT
Mr. Coffrin, Included in mailing if possible

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: One for the April 22 meeting
- B. Niche reservation: Three for the April 22 meeting
- C. Monuments: None for the April 22 meeting

OLD BUSINESS

- A. Maple trees, a budget issue to be voted on, tabled for this meeting
- B. Survey of new section, a budget issue to be voted on, tabled this meeting

NEW BUSINESS

- A. Thank you letter from the commission to Joe Coates for his many years of service.
- B. Development of a policy for conducting cemetery business during the Governor's COVID-19 Executive Order or other similar emergencies.

AROUND THE TABLE DISCUSSION OF OTHER ISSUES

NEXT MEETING
May 27, 2020 at 6:30 P. M. Room 3, Barre Town Municipal Office

MOTION TO ADJOURN

BARRE TOWN CEMETERY COMMISSION
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Hints for Participation in a Teleconference Call

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Not everyone on the Cemetery Commission has participated in a teleconference meeting before, included here are some hints for the uninitiated. The process is simple enough, dial the phone number at the top of this page and enter the participant code when prompted. You may announce yourself and those already on the call will be able to hear you. A speaker phone is good if you have one, it will take the pressure off your elbow and ear.

If you have a mute button on your phone, please use it unless you are ready to talk or vote. When called upon, take yourself off mute, speak, put yourself back on mute, you fellow participants will appreciate it. In many situations, background noise can be distracting or make the person currently speaking difficult to understand.

Be prepared for a verbal roll call by the chair, the roll call will be used at the start of the meeting for recording attendance. During the actual meeting, should a motion or other point of order need to be voted on, each will have its own verbal roll call and the results added to the minutes.

Expect to be asked for additions to the agenda after roll call is taken. As with a face-to-face meeting, action items that require a vote can be added at the start of the meeting for inclusion in the meeting. If there is an issue you would like to address, please ask it be added at this point in the agenda.

Approvals of monuments and deeds are recorded in the Cemetery Commission meeting minutes. These items will be approved by voice vote during the teleconference meeting and at a later date, when the commission next meets in person, the deeds and drawings can be properly signed and annotated by the members of the commission.

The town office will provide copies of any pertinent deed, niche reservation, or monument design for review by commission members. The copies will be included as paper in the agenda package normally mailed one week before the meeting, and will be included as an electronic document clipped to the agenda for those receiving the agenda via email. Section 22 of the cemetery rules has the size requirements for the monuments based on lot size, and there is also a one-page summary sheet with the same information, both documents can be found on the Town of Barre website. Approval of the monument drawings will be based on voice vote during the meeting as shown in the agenda. Once approved and entered into the minutes, the sexton will notify the interested parties that manufacture of the monument may proceed.

Once the meeting is concluded and a motion is proposed and approved with a voice vote, the chair will declare the meeting concluded, and you may simply hang up with a thank you for your participation in this unusual method of meeting.

Harry Harrington, recorder
One of the uninitiated