**ATHENS CEMETERY COMMISSION**

**Draft of Minutes of December 7, 2022 meeting**

. The meeting was called to order by chairman Donald Capponcelli at 6:03PM. Present were Don, Steve Oakes, Harold Noyes, Jim Neathawk and David Bemis, commissioners. There were no members of the public present.

. There were no adjustments to the agenda.

. The minutes of the June 15, 2022 meeting were approved without any additions or corrections (David Bemis moved to accept; seconded by Harold Noyes. All 5 commissioners voted to approve). There was no September meeting in 2022.

**. Financial Update:**

* There is a $750.00 discrepancy between Don’s accounting and the Town Ledger balance for cemeteries, the Town ledger amount being lower. Don will meet with Hannah Regier on Monday, Dec. 12’th to reconcile the accounts (*It turned out that Ivor Stevens Grounds Maintenance inadvertently sent out billing for an extra $750.00 installment, and the error had not been noticed. Amber Stevens will be sending a reimbursement check to the Town).*
* Revenue to-date ($3,300.00) includes proceeds from the sale of two full-burial plots in the West Cemetery to in-town purchasers at $100.00 each, one interment fee in the West Cemetery at $50.00 and one interment fee of $50.00 in the Valley Cemetery (These receipts are accounted for in the “major maintenance” allotments for each of the cemeteries). There was also receipt of the $3,000.00 stipend from the Town of Athens (part of the municipal budget approved by voters in March, 2022).
* Expenses to-date are $7.56 for galvanized steel plot marking pins and $3,000.00 representing 4 installments to Ivor Stevens Grounds Maintenance for the 2022 seasonal contract including both cemeteries.

**. Annual Budget Request** – David Bemis moved the sum of $3,000.00 for annual cemetery budget request from the Town of Athens for the 2023 season. Seconded by Steve Oakes. Don had met with Ivor Stevens, and from what can be known at this point the Ivor Stevens Grounds Maintenance contract for cemeteries in 2023 is expected to remain at $3,000.00. Unused operating budget funds to-date are $2,430.81. The motion was carried to a vote and passed, with all 5 commissioners voting to accept.

**. Progress Reports** – Athens Valley Cemetery; West Cemetery – There were no repairs made to damaged tablets in either cemetery, despite funds being allocated for repairs this past June. There was no progress with regard to row marker installations needed in the new section of the West Cemetery. There was no progress toward records updating in 2022.

**. Public Comments** – There was no public present.

**. Date of Next Meeting** – Set at Wednesday, April 5, 2023, 6PM, Athens Town Office.

. The meeting was adjourned at 6:14 PM (Harold Noyes moved to adjourn; James Neathawk seconding).

Respectfully submitted, Donald Capponcelli, chairman