**ATHENS CEMETERY COMMISSION**

**Draft of minutes of December 6, 2023 meeting**

. The meeting was called to order by chairman Don Capponcelli at 6:07PM. Present were Don, Jim Neathawk and Steve Oakes, commissioners. There were no members of the public present.

. There were no adjustments to the agenda.

. The minutes of the June 7, 2023 meeting were approved with no additions or corrections (Steve Oakes moved to accept; Jim Neathawk seconding).

**. Financial Update** – Don’s report agrees with the Town Ledger balance and is likely to be the year-end report. Highlights include plot sales of $100.00 in the Valley Cemetery (resident rate for 2 cremation plots), $900.00 in the West Cemetery (resident rate for 9 full-burial plots), $100.00 in interment fees and a $50.00 donation.

* On May 5, 2023 there was a $15,000.00 investment of cemetery reserve funds into a 12-month CD which will earn 3.92% at its rollover date.
* There were expenditures totaling $46.40 at WW Building Supply for plot pins, wooden stakes and surveyor flagging
* There were no expenditures for veteran flags or grave markers in 2023.
* With the 2023 stipend from the Town of Athens of $1,250.00, the majority of the $3,000.00 annual grounds maintenance fee to Ivor Stevens Grounds Maintenance was met by a cemetery operating budget surplus accumulated from prior years plus the reconciling of a $750.00 overpayment to Ivor Stevens GM in 2022.
* End of year Town Ledger balance of $8,036.51 + $15,000.00 CD investment + 194.11 in loans to the Colton and Holden trust funds = $23,230.62 in total cemetery liquid assets

**. 2024 Budget Request from Town of Athens** – Jim Neathawk moved the sum of $3,500.00 as a budget request from Athens General Fund in 2024. Seconded by Steve Oakes. The sum would cover the anticipated $3,000.00 in anticipated grounds fees from Ivor Stevens GM plus expenditures for veteran flags, veteran grave markers and misc. supplies for repairs and plot pinning. Carried to a vote and passed by all 3 commissioners present voting to approve.

. There were no progress reports related to records updating or physical work in either cemetery.

. There were no public comments.

**. Date of next regularly-scheduled meeting** set for Wednesday, April 3, 2024, 6PM, Athens Town Office unless otherwise warned.

. The meeting was adjourned at 6:27PM (Steve Oakes moved to adjourn; Don Capponcelli seconding).

Respectfully submitted,

Donald Capponcelli