GRAND ISLE CEMETERY COMMISSION MEETING MINUTES

December 12, 2023, 4:30 p.m., Grand Isle Town Office

Meeting was called to order by Valerie Hunter, Chair, at 4:30 p.m.

Commissioners present: Brian Allen, Lucille Campbell, Valerie Hunter, Sue Lawrence, Jane Pomykala.

Additions or deletions to the agenda: None

Sue moved to approve the November 14, 2023 minutes with a correction. Brian seconded, all in favor.

Administrative report: Sue Lawrence

Financial report: Melissa Boutin provided the financial report as of November 5, 2023. Total fund balance is $201,496.01. Town appropriation of $20,450 for FY-2023-24 has been transferred to the Cemetery account. Total amount in the Due From/To Other Funds line in the general Cemetery account is $11,641.98.

Lawn Care & Maintenance: no bills

Burial/Lot Sales: none

Brian has put the old fence pieces in the vault. Wade Lawrence has put up the “Cemetery Closed” sign. The new Cemetery sign will be left hanging this winter. The sale of the tractor and wagon will wait until spring.

Lawn Care bid request for April 1, 2024 to March 31, 2025 will be advertised for 4 weeks in January in *The Islander* and postedat the Town Office, Emmons Supermarket and the Transfer Station. Bids due February 9, 2024. Award of contract will be made by February 15, 2024.

Transfer of Due From/To Funds: Sue moved to transfer $11,641.98 to the Cemetery Money Market account from Due From/ To Other funds. Brian seconded. Passed with all in favor. Valerie signed the resolution to give Melissa Boutin authorization to transfer the funds.

Discussion about the Cemetery page for the Town Report. Photos of the new fence and sign, and work on the vault should be included, as well as some interesting facts about the cemeteries. Jane and Lucille will work on it. Lucille will contact Rob Swanson for permission to use one or two of his photos of work on the vault.

Discussion about possible forms needed and the Commissioners’ Manual. The January meeting will include a work session to update the Manual and decide on forms if needed.

Sue moved to adjourn. Lucille seconded. All in favor. Meeting adjourned at 5:50 p.m.

Next meeting is January 9, 2024 at 4:30 p.m.

Respectfully submitted,

Lucille Campbell, Recording Secretary