# Morristown Cemetery Association
## ANNUAL Meeting Minutes
### Monday, April 6th, 2015~ 6:00 pm ~ Tegu Building Community Meeting Room

PRESENT: Dennis Smith, Anne Shackett, Jane Paine, Annette Smith, Cherie Lefevre, Priscilla Draper and Brian Kellogg, David & Sondra Sanborn and Francis & Irene Huard
ABSENT: Irene Wilkins

I. Meeting Called to Order at 6:00 pm – no introductions necessary

II. Reading of the By-Laws & Proposed Changes as follows:

a. **MOTION** made by Brian Kellogg to waive the full reading of the By-Laws and focus on the Articles to be amended. **Seconded** by Cherie Lefevre. **Passed.**

b. **ARTICLE I** first sentence shall be amended to read – "Any person residing in the Town of Morristown or having an interest in the cemeteries of the Town may become a member of the Association."
**MOTION** to approve as presented: David Sanborn. **Seconded** by Brian Kellogg. **Passed.**

c. **ARTICLE II**, Section 1 shall be amended to read – "The officers of the Association shall be President, Vice President, Secretary-Treasurer, Endowment Secretary, Grounds Director and Trustees, to represent each specific cemetery. These officers shall be elected annually at the regularly scheduled annual meeting of the Association." Discussion and changes made as follows:
"The officers of the Association shall be President, Vice President, Secretary-Treasurer, Endowment Secretary, ***Grounds Director(s), Trustee to the Executive Board*** and Trustees, to represent each specific cemetery. These officers shall be elected annually at the regularly scheduled annual meeting of the Association. **MOTION** to approve with changes: David Sanborn. **Seconded** by Cherie Lefevre. **Passed.**

d. **ARTICLE III**, Section 8 to be added – "Grounds Director**(s)** – The Grounds Director**(s)** shall work with contractors doing work at the cemeteries. The GD**(s)** will work with the President and Trustee(s) of an individual cemetery to determine scope of projects at that cemetery or with the entire Board on projects concerning all cemeteries. The GD**(s)** will help prepare requests for bids or estimates when needed, be involved reviewing bids and estimates received and give input to choosing the contractor. The GD**(s)** will supervise the contractor and report to the President, as needed. Short discussion about allowing the position to be help jointly by one or more members, if necessary. Change to make position read plural.
**MOTION** to approve with change: Brian Kellogg. **Seconded** by Anne Shackett. **Passed.**

e. **ARTICLE V** first sentence shall be amended to read – "The Annual Meeting shall be held during the month of April each year at such public place at such hours as the Executive Board may appoint."
**MOTION** to approve as presented: Brian Kellogg. **Seconded** by Anne Shackett. **Passed.**

III. Official Notification Procedure

a. It was advised by the Town Clerk that we should have a policy regarding the notification of our meetings. After some discussion, it was determined that the following will be our official notification locations for all meeting/agenda postings:

> "For all public meetings of the Morristown Cemetery Association, the designated posting sites for agendas will be the public bulletin boards of the Morristown Town Clerk's office, the Morristown Centennial Library and the Morristown Post Office. The selected newspaper for all agenda warnings will be the Transcript. Notices and agendas will also be posted on Front Porch Forum and on the MCA Facebook page."

**MOTION** to accept: Anne Shackett. **Seconded** by Brian Kellogg. **Passed.**

IV. Minutes of the October 2014 Meeting – Section VII, New Business, Line iii, Mountain View to read: "Anne reported that she has the name of a person who may be interested in mowing the cemeteries (remove the wording "free of charge"....
**MOTION** to accept with one change: David Sanborn. **Seconded** by Cherie Lefevre. **Passed.**

V. Treasurer's Report

a. Jane handed out March financial statement (see attached)

b. Jane presented an explanation of the Board Designated Endowment Funds beginning with the 2012 decision to make this change. Then showed the value increase for the past three years with the principal balance now at $72,257. (see attached)

c. Brian Kellogg reiterated that the Board can always choose to change this policy, either increasing or decreasing the principal balance depending on the Association needs, as long as the entire Board agrees.

d. It was noted that the last Union Bank CD matured in January in the amount of $43,216.00. Jane presented a detailed account of how the Money Market Balance was to be allocated and that she was researching other investment possibilities with Edward Jones in Morrisville that might yield higher returns that our current CD's and portfolio. A meeting will be set up in May with Rich Jacobs to hear other strategies. All Board members will be invited to attend.

e. Jane also created two new accounts on the balance sheet showing that $1400 is DUE TO the Endowment Funds FROM the Operating account. When cash flow allows and it is determined that these funds are not necessary for maintenance purposes, they will be deposited into the Union Bank Endowment Savings account.

f. **MOTION** by David Sanborn to accept report. **Seconded** by Francis Huard. **Passed.**

VI. Endowment Secretary's Report – no new information since prior meeting
**MOTION** to accept as presented: David Sanborn. **Seconded** by Brian Kellogg. **Passed.**

VII. Public Concerns – none

VIII. Election of Officers

a. The discussion was passed to Anne Shackett, Vice President, to seek nominations for President.
**MOTION** by Brian Kellogg to reelect Dennis Smith as President. **Seconded** by Cherie Lefevre. Passed.

b. President, Dennis Smith, opened the nominations for officers. Nomination discussion about the position of Grounds Director being shared by two members and being co-directors. It was agreed this was an acceptable option.
   i. **MOTION** by Anne Shackett nominating David Sanborn as one co-director. **Seconded** by Sondra Sanborn. Passed.
   ii. **MOTION** by Brian Kellogg nominating Francis Huard as second co-director. **Seconded** by Cherie Lefevre. Passed.

c. MOTION by Anne Shackett to accept the current slate of officers for remaining positions. Seconded by David Sanborn. Passed.
   i. President – Dennis Smith
   ii. Vice President – Anne Shackett
   iii. Secretary/Treasurer – Jane Paine
   iv. Trustee to the Board – Sondra Sanborn
   v. Grounds Director(s) – David Sanborn/Francis Huard

IX. Unfinished Business

a. Trees – Two huge pine trees were cut at Wheeler and one at Laporte by Farr's Tree Service and the help of the Town crew. The cost of the project was $5,000. Dennis presented a slide show of the whole removal process. Amazing site. – We may have a few other trees that may need to come down in the near future. The Board feels that Thank You letters should go to Roland Boivin and his crew for all their help with this project, as well as Gary Greaves, for allowing Farr's Tree Service to use his property to access the tree at Wheeler. Jane will send these out.

b. New Row at Mountain View – we gave Mark Faith permission to sell approx. 15 lots in the location that was once held for a potential road. Mark feels he may have most sold already.

X. New Business

a. Contract Bid Report – Dennis reported that six companies showed up at the pre-bid meeting, but we only received two bids for the mowing contract, both bidding the same price of $12,000. The bid was awarded to Robert & Son's. We have received their insurance information and Dennis will arrange a meeting with them to sign the contract.

b. Trustee Reports – Because of the lingering snow, no one has been able to make site walks. No reports at this time.

**MOTION** to adjourn at 7:50 pm by David Sanborn. **Seconded** by Francis Huard. **Passed**.

NEXT MEETING to be scheduled for July.

Respectfully submitted,
*Jane Paine*