



VERNON CEMETERY COMMISSION

22 Cemetery Avenue
Vernon, Connecticut 06066
(860) 875-3158
www.vernon-ct.gov

Elmwood
Grove Hill
Valley Falls

Bamforth Road
Southwest

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MINUTES of the SPECIAL MEETING

July 18, 2023

The special meeting of the Vernon Cemetery Commission was called to order at 3:00 p.m. by Chairman Bruce Luddy at the Grove Hill Cemetery Office, 22 Cemetery Avenue. The meeting was held in person. Present in person were members Bruce Luddy, Wayne Reiske and William Graugard. Also present were Superintendent Kevin Bowman and Secretary Noreen Sgro.

Approval of Minutes – A motion to approve the minutes of the Regular meeting of March 14, 2023 was made by Bruce Luddy, seconded by Wayne Reiske and voted unanimously in favor of the motion.

Superintendent's Report –

- a. Staffing - introduction of Noreen Sgro. Introduction of Mike Bontempo, a new summer seasonal employee. He is a very reliable college student going back to school in the Fall. We hope to have him return next year.
- b. Update on activities - Advised that the office is in the process of switching over to Munis, for billing purposes and financial tracking. We will begin with the use of P-Cards, Purchase Card linked to our budget. This will allow us to do business with outside vendors we do not have an account with. During the month of June we did 21 lot sales and 15 funerals. During the month of May we dug and poured 34 foundations for monuments, sales were up from the Fall. We've worked with Department of Public Works and paved a roadway within Grove Hill Cemetery, Section M. We have since had the Memorial Day parade and we have planted more flowers in the Cemetery. Southwest Cemetery fence guardrail has been suspended due to the cost. It would have cost the taxpayers \$37,000.00. We continue with ongoing mowing and repairs as needed as well as some tree work. Upcoming meeting with the Department of Engineering in town, going to be expanding Cremation B in Valley Falls.

New Business –

- a. Purchase of Construction Trailer for Shared Services – The trailer will be used to transport John Deere tractor from Grove Hill cemetery to other town cemeteries. The trailer will be shared with Parks & Rec. Department as well as the Department of Public Works. In return we are able to use any of their equipment. Three different quotes were obtained; \$21,500, \$18,764 and \$14,440 + \$1050.00 for delivery. An additional \$1000.00 (+/-) will be added for chains and hardware to secure equipment

on the trailer. The total amount being proposed is \$16,500.00. The cemetery will have priority over the use of the trailer because of the line of work we do. A motion was made by Wayne Reiske to approve, seconded by William Graugard and voted unanimously to approve the purchase of the trailer.

- b. Purchase of Replacement Tent – Current EurMax tent was purchased back in 2018/2019, it is rented out weekly. It is starting to show its age, there is some fading and it has been patched. Proposal to purchase a new EurMax tent at the cost of \$749.95. The existing tent would be used as a back-up. A motion was made by Wayne Reiske, seconded by William Graugard and unanimously voted to approve up to \$1000.00 toward the purchase of a new EurMax tent.

Adjourn – A motion to adjourn the meeting was made by Wayne Reiske, seconded by William Graugard. The meeting was adjourned by unanimously consent at 3:45pm.

Approved:

Noreen Sgro
Secretary