



**DRAFT**  
**Riverside Memorial Cemetery Trustees**  
**Minutes**  
**Wednesday, January 11, 2012**  
**10:00 a.m.**  
**William H. Jordan Conference Room**  
**Town Hall**

**Welcome**

Chairman Timberlake called the meeting to order at 10:05 a.m.

Moved by Beverly Brooking and Seconded by Gerald Sherry to reelect Jessie Timberlake to serve as chairman for 2012.

(3 yes) (0 no)

Moved by Beverly Brooking and Seconded by Gerald Sherry to reelect Debra Lane to serve as secretary for 2012.

(3 yes) (0 no)

**Present**

Jessie Timberlake, Chair  
Beverly Brooking  
Gerald Sherry

Frank Governali, Town Council  
Debra Lane, Town Clerk

**Public Comments**           None

**Approval of Minutes** – December 7, 2011

Moved by Beverly Brooking and Seconded by Gerald Sherry to approve the minutes of the meeting held December 7, 2011 as presented.

(3 yes) (0 no)

**Master Plan Update**

The Trustees are very pleased with the work of Mohr & Seredin. This document will guide the town as it builds out and improves the final phases of the Riverside Memorial Cemetery during the next few years.

Moved by Beverly Brooking and Gerald Sherry to approve the final Riverside Memorial Cemetery Master Plan Update dated December 2011 as prepared by Mohr & Seredin, Landscape Architects, Inc., and to forward the report to the Town Council for action and to request a site walk of the cemetery.

(3 yes) (0 no)

**Page 2 Riverside Memorial Cemetery Trustees  
Minutes January 11, 2012**

**Fiscal Year 2013 Budget**

The Trustees were provided with a copy of the proposed fiscal year 2013 expenditures for the cemetery as prepared by Bob Malley and Debra.

Discussion topics – Cemetery Assistant stipend and master plan recommendations.

Debra explained the rationale for requesting an increase for the cemetery assistant including the on-site visits with perspective buyers, phone calls and cemetery meetings. Much of the on-site visits are during the evening and weekends, the assistant is required to be available at these times to accommodate customers schedules.

The Trustees discussed in detail what, if any, recommendations from the updated master plan should be requested for fiscal year 2013. They understanding funding and timing of projects is important. They do not want to get too far ahead of creating new lots before they are needed, except for niche walls. Niche walls are a new concept and will be closely studied.

**Project A – Removal of Soil Stockpile**

For months the Trustees have been discussing the removal of the soil stockpile. The stockpile has grown to a capacity that has overtaken the area and impacting trees and other vegetation. David Jones, Cemetery Assistant has told the Trustees that perspective buyers find the stockpile an eye-sore which deters them from buying at that end.

**Project D – Tree Plantings in Open Area**

During site walks the Trustees noted the stark appearance of the flat area between Sycamore and Dogwood Lane. They feel improvements to this area will positively impact sales. David Jones has also noted objection from perspective buyers in this area (and near the maintenance shed).

**Project E – Buffer Planting at Maintenance Shed**

Although the plan suggests a 6' high wooden fence to provide a buffer from the maintenance shed, after much discussion the Trustees agree with staff recommendation to not install the fence at this time, reducing the project by \$6,000. The fence will weather over time and costs of maintenance would have to be added to the budget. Several lots have been sold in that area, adding a fence rather than more natural buffering may not be pleasing to current lot owners.

**Project G – Buffer Installation along Route 77**

Completing the stonewall along Route 77 has been a goal of the Trustees understanding funding was not available. The Trustees feel adding the stonewall early in the capital improvement process will have a positive impact on sales. There was much discussion on the amount suggested by Mohr & Seredin, will this be enough? It was a consensus to use the figure suggested by Mohr & Seredin.

Moved by Beverly Brooking and Seconded by Gerald Sherry to recommend the following capital items for the fiscal year 2013 budget:

Project A	\$ 2800.00
Project D	\$ 9400.00
Project E	\$ 5800.00
Project G	\$42,400.00
Total	\$60,400.00

(3 yes) (0 no)

Note: Councilor Governali favors the expansion of the stonewall early in the capital improvement process.

**Page 3 Riverside Memorial Cemetery Trustees  
Minutes January 11, 2012**

*Pending Questions* - The Trustees questioned the timing of the council action and site walk on the master plan and budget request. If the council has not yet take action on the plan, can the Trustees still request capital improvements based on the master plan?

Councilor Governali asked for more detail regarding the funding available and how the operating budget integrates with the special funds budget.

The Trustees request Michael McGovern to come back to them at the February meeting if he feels they need to adjust their capital item recommendations for FY 2013.

**2012 Work Plan**

Although not specifically requested by the council, the Trustees will draft a work plan at their next meeting. The plan will help guide them through the recommendations of the master plan.

**Next Meeting**

The next meeting will be held on Wednesday, February 15, 2012 at 10:00 a.m. in the William H. Jordan Conference Room at Town Hall.

**Adjournment**

Moved by Gerald Sherry and Seconded by Jessie Timberlake to adjourn at 10:57 a.m.  
(3 yes) (0 no)

Respectfully Submitted,

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Debra M. Lane, Town Clerk