

Francestown Cemetery Commission
December 12th, 2012

Present: Ethel MacStubbs, Polly Freese

Meeting called to order at 11:00AM

Minutes of 11/1/12 Approved as written

Old Business:

1. Processing of purchase of lots.
 - a. Check to Town Offices. Have the receipts and the check copied together.
 - b. Fill out the deed and get it signed by the Trustees, then take to Selectmen for a signature of one Selectman. Have two copies made. One for Selectman's office and one for our records.
 - c. Mail the original deed to the owner, along with a copy of the Rules and Regulations.
2. Filled out the Deed for the Pelletier lots.
3. Prepared an voucher for Keene Tree, for cabling the large maple. Said voucher to go to the Trustees of the Trust Fund for payment from the Cem. Maint. Trust Fund
4. Wendy Brien-Baker has requested that the annual reports be submitted by 1/14/13
5. For future reference. Any requests for payment from the budget must use the proper category even if there are insufficient funds in that category.

New Business

1. Discussion of the Trust Funds, with the possibility of dividing the income evenly from sale of lots between the Cemetery Maintenance Trust Fund and the Capital Reserve Trust Fund (for Improvement of Cemetery)

A motion was made to use revenue from sale of lots to be evenly divided between the Cemetery Maintenance Trust Fund and the Capital Reserve Trust Fund (Improvement of Cemetery) Motion carried.

2. The amount available to the Cemetery Commission from the Perpetual Care Fund should be requested and used.

With no further business the meeting was adjourned at 1:00PM

Respectfully submitted

Poly S. Freese