

**MEETING MINUTES
NORWICH CEMETERY COMMISSIONERS
June 17, 2025 at 10:00 AM**

Members Present: Dan Goulet, Alix Manny and Emily Myers

Member Absent: Bonnie Munday and Ellen Terie

1.) The Norwich Cemetery held a meeting on Tuesday, June 17th starting at 10:03 am in the Parlor of the Norwich Congregational.

1.A) It has come to the Commission's attention that this meeting was accidentally not warned on the town website. An email of the warning was writing and mistakenly not sent (it stayed in draft box). Sincere apologies, this mistake will not happen again.

2.) Cemetery Maintenance review:

Members of the Commission visited cemeteries individually to look at the maintenance needs of each location in order to prioritize projects.

- Union Village Cemetery: Goulet evaluated and there are about 6 trees that need to be removed before they fall and cause damage. He will reach out to a company in Strafford that can handle delicate spaces to remove tall trees. This seems to be the biggest priority.
- Hillside Cemetery, Manny evaluated. No significant trees to remove at this time.
- Meeting House Cemetery. Myers evaluated. No significant trees to remove at this time.
- Waterman Hill Cemetery, Munday evaluated and there is one that Fred Smith may take down but other trees can be taken down at a later date.
- Fairview Cemetery, Myers evaluated, there are about 4 trees that will need to be removed but do not take priority at this time. There are dozens of stones that need to be fixed, both broken and need to be stood up.

3.) Rules/Regulations, Bylaws, Sexton job description and over all Cemetery Commission job overview drafts:

- Rules/Regulations and Bylaws: Goulet, Manny and Myers reviewed the Rules and Regulations but decided to revisit with entire Commission after Myers updates with drastic editions/corrections.
- Goulet, Manny and Myers agreed the Commission should draft an overall job description to help new Commissioners understand the duties and responsibilities of the Commission. Myers will start draft and the entire Commission will provide input at a later date.
- Sexton Job description draft: The Commission is in the process of writing job description for the Sexton.

5.) Any other business that comes before the Cemetery Commission

- Hillside Cemetery. Fred Smith brought up the need to establish the road in the new burial area. The Commission will meet with Smith to discuss specifics this summer.
- Waterman Hill Cemetery. Scooter Hardy brought up the construction on Hemlock Ridge (to widen the road). The contractors and town should be aware of the Cemetery above the road to account for strong possibility of erosion. Myers will contact the Town Manager and the Department of Public Works Director of this concern.

7.) Zoom link recording can be found here:

https://us02web.zoom.us/rec/share/4PSa5dYNDxNmbS6oy0B4DZH6cRk2NATy8eH-c4_ft4dwPjNFfDzJGOEVecL3QuCi.ZSL7m-iL689iucMw?pwd=Jj8UzKMV6j5Xf91oMVE0Bz5MzMWKh5UI

8.) Meeting was adjourned 10:36 am.

Submitted by Emily Myers