

NORWICH CEMETERY COMMISSION

Meeting Minutes

August 20, 2026

9:00 a.m.

Norwich Congregational Church, Parlor

Present: Bob Bristol, Dan Goulet, Alix Manny, Bob Pitiger, and Ellen Terie.

1. Approval/Amendment of Agenda

A motion was made and seconded to amend Item 10 of the agenda to reflect that the Emily Myers headstone cleaning event will take place at **Union Village Cemetery**, rather than Hillside Cemetery.

Motion passed.

2. Treasurer's Update

The Treasurer reported that the monthly account statement was accurate.

The Treasurer has contacted Cheryl regarding the timing of the Commission's first appropriation allotment and will follow up.

A certificate of deposit (CD) is scheduled to mature on August 25. The Treasurer discussed the maturity with Cheryl and recommended continuing to use a relatively short-term CD, approximately three to six months, given current interest-rate considerations and the Commission's banking relationship with Mascoma Bank.

A motion was made and seconded to authorize Bob P. to determine the CD rollover term at his discretion.

Motion passed.

3. Fairview Shed and Hillside Equipment

There was no significant update regarding the Fairview shed. The Commission discussed the need to have the shed work completed before winter.

There was also no update regarding the Hillside equipment.

4. Cemetery Signs

The cemetery signs have been made but have not yet been installed. The Commission discussed the need to have the signs installed before winter conditions make installation more difficult.

Coordination will be needed regarding the appropriate location for the Union Village Cemetery sign.

5. Water Service

The Commission discussed the status of disconnecting the water service at Hillside Cemetery. The work remains outstanding, and the Commission expressed a desire to have it completed during the current year rather than carrying it into next year.

The necessary approval from the Water Department has already been obtained.

6. Burial and Plot Inquiries / Hillside Cemetery Mapping

The Commission reported that burial and plot-purchase inquiries have slowed, with no recent inquiries.

Previously received checks for plot purchases, including some checks that were approximately a year and a half old, were successfully deposited.

The Commission discussed the need to create an updated map of the portion of Hillside Cemetery currently being used for new burials and plot sales. The current expansion is not adequately represented on the existing map.

The Commission discussed using **GIS (Geographic Information System)** mapping to create a map that could potentially be linked to cemetery records, allowing users to identify individual plots and the individuals buried there.

The Commission also discussed the possibility of first transferring the handwritten cemetery records into a spreadsheet and then using that information with a mapping system.

Action: Bob B. will investigate the GIS requirements and discuss the project with someone familiar with GIS mapping. The Commission will continue exploring available mapping services and costs.

7. Union Village Cemetery Maintenance

There was no significant new update regarding Union Village Cemetery maintenance.

The Commission is awaiting a response from John Pelky regarding the property/tree maintenance issue. Calls have been made to him, and follow-up will continue.

The Commission also discussed a possible walkthrough with the neighboring property owner. The Commission's intention is primarily to address dead trees and branches that may be encroaching on the cemetery, rather than removing healthy trees.

8. Union Village Headstone Repair and Restoration

Rich Landry expects to begin work on the headstones at Union Village Cemetery in the fall.

The Commission previously conducted a walkthrough and identified priorities, including headstones that had been knocked over or appeared to have been vandalized, as well as stones requiring straightening or repair.

The Commission discussed continuing to dedicate funds to headstone maintenance and repair on an ongoing basis. Hillside Cemetery was identified as a possible priority for next year's work after the current Union Village project.

The Commission discussed establishing a separate fund dedicated specifically to headstone repair and restoration. A proposed initial amount of approximately \$10,000 was discussed.

Action: The Treasurer will speak with Cheryl regarding whether a separate dedicated account or fund can be established and how funds could be allocated to it.

The Commission also discussed making headstone repair and restoration an ongoing annual Commission priority, with cemeteries assessed and repairs prioritized each year.

9. Trees and Shrubs at Hillside Cemetery

The Commission continued its discussion regarding potential tree and shrub plantings at Hillside Cemetery.

A landscape architect familiar with the site has provided suggestions regarding landscaping, including consideration of the cemetery's views, possible placement of a bench, and screening the shed while preserving the view from the upper portion of the cemetery.

The Commission agreed that it would be useful to have the landscape architect attend a future meeting and discuss her recommendations. The written recommendations will be circulated to Commission members.

The Commission also discussed the possibility of obtaining donated landscaping materials or services.

10. Emily Myers Headstone Cleaning Event

The Commission confirmed that the Emily Myers headstone cleaning event will take place at **Union Village Cemetery**, not Hillside Cemetery, as originally stated on the agenda.

The event is scheduled for September 5. The available spaces have already been filled, including participants invited through the DAR.

Emily Myers has indicated an interest in continuing to conduct headstone-cleaning events several times each year. The Commission expressed support for continuing the events as appropriate.

Next Meeting September 24, 9:30 am

Adjournment

A motion was made and seconded to adjourn the meeting. **Meeting adjourned at 9:39 a.m.**

Respectfully submitted,
Norwich Cemetery Commission