

**Grafton Cemetery Trustees**  
**Meeting Minutes**  
**February 16, 2024**

Meeting called to order by Dianne Burrington at 11:10am

Trustees present: Dianne Burrington, Heather Hunter  
Also present :Sexton, Ed Grinley

January 3, 2024 minutes read. Heather motioned to accept and Dianne seconded.

**Old Business:**

Trustees received an email with Jay Boucher's resignation January 12, 2024.

**New Business:**

No write up submitted for the town report.

Need to change the date of meetings due to using the same room where customers wait to see the Town Clerk. Would the first Thursday of the month at 6pm work for everyone?  
Tabled until next meeting.

Trustees discussed with Sexton (Ed Grinley), the need for better management of employees in regards to when and where they are working on a daily basis. The first concern being safety. Should the employee have an emergency situation happen, we have no idea where they are. The second concern which we became aware of with a previous employee, is the verification of payroll hours. The only verification of hours worked and where is the time sheet when it is turned in for pay. A way to manage this issue should be set up between the Trustees and the Sexton before employees start work in 2024. Employees are to be notified of how they are to check in and out of any day they report for work. Possibly using texting for this.

Discussion regarding hiring for 2024. Sexton to ask if Carl Melander will continue to work for us in 2024. We went over the ad that is on the towns web page, and the possibility of advertising using fliers, social media, radio and local news.

Discussion on making up a form to keep at the town office for the Sexton to document when he gets fuel at the highway department. When and how many gallons. This will assist the Trustees in being able to track monthly fuel usage. We

asked the selectman secretary to see that the head of the highway department hand in any monthly billing and not wait until the end of the year as was done in 2023.

File cabinet has been set up. This will allow proper filing of any paperwork regarding the Cemetery Department going forward.

Trustees suggested the Sexton set a date to clean up the storage area in the barn. The need to purchase hangers to be placed on the walls to get equipment up off the dirt floor. Rake the dirt floor and put down pallets or rubber mats to keep fuel cans and other items out of the dirt. It was agreed to ask 2023 employee Carl Melander if he will be available to assist with this. Dianne and Heather offered to help Ed with this if needed. It was motioned by Dianne and seconded by Heather to allow the Sexton to purchase wall hangers for equipment. If it is decided to place rubber mats over the dirt floor, measurement needs to be taken for how many mats would be needed, sizes available and the best cost found. Then this can be brought to a meeting for discussion/approval.

#### **Sexton Report:**

Need 3 new gas cans. The existing ones are starting to rust and have damage. Heather motioned and Dianne seconded.

D&B Equipment is closing their doors and we still have unused money on the equipment card we have with them. Dianne previously took the two older weed-wackers, which hadn't run for years, for a repair estimate. The Craftsman unit was not repairable and the Husky estimate was 225.00

It was decided to allow Ed to use the equipment card to purchase a new weed-wacker from D&B. This was motioned by Heather and approved by Dianne

**Meeting adjourned:** 12:14 pm

**Next meeting:** March 6, 2024 at 6 pm

**Respectfully submitted:** Dianne Burrington, Trustee