

# Action Item Report

## *Cemeteries Advisory Board*

**Meeting Date/Time:** June 13, 2012; 7:00pm – 8:45pm

**Members Present:** Steve Moore, Chairperson; Mary Hayes, Debbie Miller, Vice Chairperson; Marguerite Hutchins, Jim Merritt

**Exofficio Members Present:** Ernest Dollar, Preservation Society Representative

**Council Liaison Present:** Lee Storrow

**Members not present:**

**Staff Present:** Butch Kisiah; Robert Minick, Debra Lane

**Citizens Present:**

<b>Agenda Item</b>	<b>Discussion points</b>	<b>Motions/Votes</b>	<b>Action</b>
1. Preservation Society Updates	1. Committee discussed the work of the preservation society.	1. Motion by Moore, second by Miller Passed unanimously	1. Thanking the Preservation Society for its efforts.
2. Cemetery Rules for the Old Chapel Hill Cemetery	2. Recommendation to the Town Council that the Parks and Recreation Department develop and implement Administrative Rules for the Old chapel Hill Cemetery	2. Motion by Miller, Second by Hayes Passed unanimously	2. The Committee members reviewed proposed administrative rules and will provide any additional rules to staff by July 15 <sup>th</sup> .
3. Repairs at the Old Chapel Hill Cemetery	3. Committee discussed proposed monument repairs at the Old Cemetery.	3. Motion by Moore, Second by Hayes Passed unanimously	3. Committee recommended moving forward with the proposed repairs.

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4. Town Asset inventory project	4. The Committee is concerned about the vacant cemetery property at the CH Memorial Cemetery and future uses.	4. Motion by Moore, Second by Hayes Passed unanimously	4. The Committee requests that the Staff keep the Committee informed and updated on the progress of the Town Asset study.
5. Strategic Planning Discussion	5. The Committee discussed a list of strategic action items for the Cemeteries	5. Motion by Moore, Second by Miller Passed unanimously	5. The Committee recommends the proposed list of actionable items as a strategic work plan for the cemeteries.
6. Election of new Chairperson	6. The Committee received nominations for the position of chairperson.	6. Motion by Hayes, second by Hutchins Passed Unanimously	6. The Committee elects Debbie Miller as Chairperson

Next meeting scheduled for September 12th, 7:00pm at Plant Road

Meeting Adjourned at 8:45pm