

## Action Item Report

### *Cemeteries Advisory Board*

**Meeting Date/Time:** April 10, 2013; 7:00pm – 9:00pm

**Members Present:** Debbie Miller, Chairperson; Steve Moore; Mary Hayes; James Merritt

**Committee Ex-officio Members Present:** Brenda Hornsby Heindl, CH Preservation Society; Cheri Szcodronski not present

**Members not present:** Marguerite Hutchins, Martin Rody,

**Staff Present:** Robert Minick, Debra Lane, Butch Kisiah not present

Agenda Item	Discussion points	Motions/Votes	Action
1. Preservation Society Report	<ol style="list-style-type: none"> <li>1. Heindl gave a report on progress of work to be done at Old Chapel Hill Cemetery and provided material for committee members to review and make comments.</li> <li>2. Preservation Society requested one year extension to complete GIS work for marker placement.</li> </ol>	1.	<ol style="list-style-type: none"> <li>1. Committee agreed to submit comments to Szcodronski by May 1, 2013.</li> <li>2. Heindl is communication with the state to verify if markers would affect historic registry.</li> </ol>
2. Task List	<ol style="list-style-type: none"> <li>1. Moore prepared a list of remaining deliverable products for Cheri to determine time lines or completion dates.</li> </ol>		<ol style="list-style-type: none"> <li>1. Brenda accepted task list and agreed to submit list to Cheri for completion.</li> </ol>
3. Town Website and GIS Mapping	<ol style="list-style-type: none"> <li>1. Committee suggested town staff Bill Rehm and Deborah Squires contact Cheri concerning town website and GIS Mapping.</li> </ol>		<ol style="list-style-type: none"> <li>1. Committee staff will contact Bill Rehm and Deborah Squires.</li> </ol>
4. Old Chapel Hill Cemetery pictures and records.	<ol style="list-style-type: none"> <li>1. Moore recommended the one original binder of pictures and records are place in the reference section of the Chapel Hill Library and prior to doing to so the documents will be digitized.</li> </ol>	Motion by Moore, Second by Hayes Passed unanimously	<ol style="list-style-type: none"> <li>1. Minick agreed to contact Town library for permission to house binders</li> </ol>

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5. Cemetery Maintenance Report	1. Minick gave maintenance report for period 1/1/13-4/1/13		
6. Steve Moore proposals	<ol style="list-style-type: none"> <li>1. Designate 10,000 from legislated cemetery funds to hire consultant to prepare report that will examine 4 cemeteries for future burials in each and prepare cost estimate for full implementation of master plan for Memorial Cemetery.</li> <li>2. Designate 15,000 from legislated cemetery funds for specific repair and restoration of damaged markers and cemetery headstones in Old Chapel Hill Cemetery.</li> </ol>	<p>Motioned by Hayes, Second by Miller            Passed unanimously</p>	<p>1. Final report will be provided as a document for presentation to Town Council and for public distribution.</p>
7. Old Chapel Hill Cemetery rules and regulations.	1. Minick will follow up on the status the proposed rules and regulations.	<p>Motion by Moore, Second by Hayes            Passed unanimously</p>	

Next meeting scheduled for June 12, 2013 7:00pm at Plant Road  
 Meeting Adjourned at 9:00pm