

**Waterbury Cemetery Commission Meeting
February 1, 2023, 4pm
Steele Room**

DRAFT

Present: Jan Gendreau, Jill Chase, John Woodruff, Tom Leitz , and Barbara Walton

Absent: Amy Kinsell

Agenda

1. Minutes of January 4, 2023, meeting approved.
2. Financial/ Job Description Updates with Tom Leitz

Cemetery Budget presented to the Waterbury Selectboard and approved. The anticipated tax rate for Waterbury will be between 53 – 54%.

Tom also handed out and reviewed the Town Cemetery budget status report (02/01/23) and Edward Jones Account Summary Value Statement (Jan 1 -Jan 27, 2023).

Tom also reported that the job description, Town of Waterbury Cemetery Sexton reviewed at January's meeting will be advertised for ire and commissioners will be involved in the hiring process. Public Works Director will be the supervisor of the new hire.

3. John gave the commissioners a tour of the cemetery office and location of appropriate cemetery plot and deed books in the vault. John is going on vacation late February and wanted to review material with the committee members. John has sent the 2022 Cemetery Town Report to the publishers and will be ready for the town meeting in March.
4. Design project for Maple Street Cemetery entrance will be presented by a vendor at March meeting.
5. Committee discussed the topic of digitizing cemetery records and will consider this as a possible project in the upcoming year.

Next Meeting: Wednesday, March 1, 2023, 4pm
Steele Room

Respectfully,

Barbara Walton