

October 5, 2021
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

DATE: Tuesday, October 5, 2021

LOCATION: Fairfield Town Office 103 East Main Street, Fairfield, Utah

TIME: 7:00 p.m.

MINUTES BY: Holly Panek

AGENDA ITEM #1

OPEN THE CEMETERY WORK SESSION MEETING

Holly Panek opened the Cemetery Board Meeting at 7:05 p.m.

AGENDA ITEM #2

ROLL CALL

Cemetery Board Members Present:

Holly Panek, Vern Carson, Chans Carson, David Hansen

Cemetery Board Members Excused:

Darwin Bundy

Others Present:

Mayor Brad Gurney

AGENDA ITEM #3

APPROVE MEETING MINUTES

Approval of June 1, 2021, Meeting Minutes tabled.

AGENDA ITEM #4

REVIEW DRAFT OF PROCESS TO PURCHASE PLOT

The Board reviewed the draft and made changes as necessary.

The Board also reviewed the Certificate of Burial Rights and agreed to add the name of the individual to be buried on the certificate.

Mayor Gurney will create an application for the Certificate to be uploaded to the town website. He will seek input from the Sexton and the Town Recorder.

The Board also agreed that the data entry for all existing graves to be completed by December 7, 2021 (December Board Meeting) in order to finalize plans on the sale of Certificates.

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AGENDA ITEM #5

REVIEW OPEN ASSIGNMENTS

Need to reissue new Certificates for all existing graves.

Need to write an "After Burial Flyer" to hand out to families at the time of burial.

AGENDA ITEM #8

ADJOURN CEMETERY BOARD MEETING

Board Member Vern Carson made a motion to adjourn the Cemetery Board Meeting. Board Member Chans Carson seconded the motion. The motion passed unanimously.

The Fairfield Town Cemetery Board Meeting adjourned at 7:57 pm.

December 7, 2021

Stephanie Shelley

Minutes Approval Date

Town Recorder Stephanie Shelley