CALL TO ORDER – Chair Nunez called the meeting to order at 10:01 a.m. at the Public Works Office. Paul Baca (excused), Olivia Britton, and Councilor Cano were absent. A quorum of the Board was present.

CHANGES TO THE AGENDA – At Vice-Chair Fell’s request, Chair Nunez asked that Unfinished Business and New Business be moved up. There was no objection.

UNFINISHED BUSINESS –
A. Discussion and possible vote on the revision of the historical brochure. Mr. Pena said he worked on the revisions to the brochure based on the last meeting’s discussions. He said he also added the updated map of the Cemetery that included the new section. There was further discussion about removing “historical” in front of “historical people of interest & plot location”, etc. Vice-Chair Fell said he wanted to make sure Councilor Cano was okay with the changes. Mr. Pena said they can make other changes anytime, and that he would distribute the brochure to the Visitor Center, Library, City Hall, etc. Vice-Chair Fell made a motion to accept the new revisions on the brochure to include the word “historical”. Mr. Giese seconded. All were in favor, motion carried. Ms. Miller commented on the last sentence in the paragraph above “People of Interest & plot location” and how maybe they should add, “this practice continues today.” Chair Nunez said the ashes were not scattered but were buried. There was further discussion about how the word “scattered” could be replaced with the word “placed”. Vice-Chair Fell amended his motion to include replace the word “scattered” to “placed” in that sentence. Mr. Giese remarked on Ben Lilly’s description that said he was a philosopher, and how did they know that. There was further discussion. All were in favor of Vice-Chair Fell’s amended motion.

NEW BUSINESS –
A. Election of Chair, Vice-Chair, and Alternate Secretary for a one-year term. Mr. Giese made a motion to keep it the same. Ms. Miller seconded. All were in favor, motion carried. Linda Nunez was reelected as Chair. Jeff Fell was reelected as Vice-Chair and Alternate Secretary.
B. Discussion and vote on establishing regular quarterly meetings in January, April, July, and October. The Board discussed how they could have a special meeting if needed. Vice-Chair Fell made a motion to establish regular quarterly meetings in January, April, July, and October at 10:00 a.m. on the fourth Wednesday of the month at the same location with the option to have special call meetings. Ms. Miller seconded. All were in favor, motion carried.
APPROVAL OF THE MINUTES – November 28, 2018 Regular Meeting – Chair Nunez asked for a motion to approve the minutes. Mr. Fell moved to accept the November minutes, and Mr. Giese seconded. All were in favor, motion carried.

PUBLIC INPUT – None.

REPORTS -
A. Public Works Representative – Mr. Pena reported they replaced the old historical signs in the Cemetery with new aluminum signs for the people of interest in the brochure. Mr. Giese requested that they include small photographs of the people on the signs if they replace the signs in the future. He mentioned that big deer were tearing off the bark of some of the new trees, so they would put cages around the trees to protect them.

B. Town and Country Garden Club Representative – Mr. Giese said they had a new landscaper, Debra Brandt, and that she was making improvements and had pruned the roses as they should have been done years ago. He said she was really interested in the garden. He said cremains were buried by the family because it was a very personal thing.

C. Chair - None.

NEW BUSINESS -
C. Discuss the agenda items for the next meeting scheduled for April 24, 2019. The Board said they would review the Work Plan in April. There was further discussion about the entrance of the Cemetery and how it should be the number one priority. Mr. Pena said they did some repairs on the gate with welding and unbent it. He discussed the steps involved in getting the Town Manager’s approval of a project, obtaining cost estimates, going out for bids, etc.

ADJOURNMENT – Chair Nunez asked for a motion to adjourn. Mr. Giese moved to adjourn at 10:40 a.m. Ms. Miller seconded. All were in favor, motion carried.

/s/ ______________________________
Linda Nunez, Chair

Attest:

/s/ ______________________________
Ann L. Mackie, Town Clerk