

**TOWN OF SOMERS
CEMETERY PLANNING SUBCOMMITTEE
SPECIAL MEETING MINUTES
SEPTEMBER 9, 2015 at 6:00 PM
CFO's OFFICE**

1. Call To Order

The meeting was called to order at 6:03 pm by Chairman, CFO Mike Marinaccio.

2. Members Present

In attendance were Chairman CFO Michael Marinaccio, Casey Biega and David Morgan. Not present: George Warner.

3. Review of Charge and Mission

- The Subcommittee agreed that their charge and mission was the development of an actionable business plan.
- **Development of Business Plan** – develop an achievable cemetery business plan that will guide the Committee in making prudent business decisions to improve its financial position and provide recommendations to tackle potential obstacles to its success.

4. Business Plan Methodology and Goals

The methodology and the approach of the project to develop the business plan was discussed. The first step would be to establish the current state. The group then felt the balance of the meeting should encompass a current state discussion. Once the current state was clearly defined, achievable goals would be identified and developed.

5. Establish Current State

This is the beginning phase of the business plan process. Mr. Marinaccio presented a series of charts that illustrated the Cemetery Fund's financial performance over the past 5 years. He also presented a SWOT Analysis template that he suggested the subcommittee adopt to assist in identifying the Strengths, Weaknesses, Opportunities and Threats to the Town's operation of the cemeteries. A suggestion was made to circulate this template to a wider audience in order to obtain a broader cross section of opinion. Mr. Marinaccio agreed to do so.

6. Future Vision and Path to Achievement

Next steps were discussed and all agreed that once the SWOT Analysis results were compiled and validated that individual goals would be developed to address each item along with a timetable for achievement. Ultimately all would be compiled and included in the Business Plan to be presented to the Cemetery Committee and the Board of Selectmen.

7. Adjournment

Mr. Morgan moved to adjourn at 7:29 pm, seconded by Ms. Biega. A unanimous decision followed.

Respectfully Submitted,
Michael Marinaccio

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING