Cemetery Commissioners

MINUTES OF MEETING: Thursday, May 30, 2019 Cemetery Building, 7 New Estate Road. Meeting called to order at 6:00 p.m.

Present: Carolyn Mueller, Andrew Sammarco, Janet Sullivan, Supt. Thomas Bailey

Meeting Minutes

Minutes for the April 17, 2019 meeting had been previously distributed to the committee by Andrew Sammarco. Carolyn Mueller made a motion to approve the meeting minutes as printed, Janet Sullivan seconded the motion. Motion passed 3-0.

Minutes of the March 14, 2019 meeting were previously distributed to the committee by Mr. Sammarco. Ms. Mueller made a motion to approve the meeting minutes as amended, Ms. Sullivan seconded the motion. Motion passed 3-0.

Annual Election of Officers:

Andrew Sammarco was nominated as chair by Ms. Sullivan, seconded by Ms. Mueller. There being no other nominations, Mr. Sammarco was voted as chair 3-0.

Carolyn Mueller was nominated as clerk by Andrew Sammarco, seconded by Ms. Sullivan. There being no other nominations, Ms. Mueller was voted as clerk 3-0.

Superintendent’s Updates:

Superintendent Bailey reported that Memorial Day went well in spite of all the spring rain we have had. The grounds looked great.

There have been sixteen interments this year: seven full burials and nine cremations.

The cemetery was approved for the capital request of a lawn mower at the May Annual Town Meeting. Mr. Bailey will work on getting the specs together and soliciting three bids.

As approved at a previous meeting, Mr. Bailey would like to start work on the hardscape around the columbarium. He hopes to finish the project this year.
Memorandum of Understanding:

Mr. Sammarco has been reviewing the language of the MOU regarding the supervision of the cemetery superintendent. The MOU shifted the power from the Cemetery Commission to the Department of Public Works and it may no longer be necessary. Technically, we can rescind the MOU.

The MOU was created during a time of change – the retirements of a long-time superintendent and commissioner. The loss of that continuity created some communication gaps and apprehension among all parties. The MOU was suggested as a solution to relieve the Commission of what was perceived as a burden of supervising the cemetery operations. Since that time, operations at the cemetery, within the Commission, and between the two have improved tremendously. Had we stepped back and been more judicious in thinking about the MOU, we may not have taken that tack and resolved the communication issues without shifting the department to the DPW. Historically, the cemetery department has been its own entity which served the department well both operationally and financially. It was the agreement among the Commissioners that that model is preferable.

After discussion, it was agreed that the Commissioners would like to rescind the MOU. Mr. Sammarco will request to be added to a BOS agenda to discuss and withdraw the agreement and will draft a formal letter as such.

Future Cemetery Expansion Layouts:

We will also request to be on the BOS agenda to update them on the expansion plans.

Columbarium Update:

One niche in the columbarium has been sold. The percentage of cremations versus burials are increasing so we hope to see more sales.

Annual Departmental Fund Transfers:

Treasurer Steve Venuti told Superintendent Bailey that we cannot put all collected funds into the revolving fund as we were told previously. Mr. Bailey calculated the amount of grave openings and burial fees received since we’ve been allocating all to the revolving fund. The treasurer will transfer these amounts to their correct ledger line items.

Current balance in accounts:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1301 – Cemetery Lots</td>
<td>$28,399.00</td>
</tr>
<tr>
<td>1308 – Cemetery Revolving</td>
<td>$104,542.96</td>
</tr>
<tr>
<td>1280 – Graves</td>
<td>$11,583.79</td>
</tr>
<tr>
<td>Perpetual Care Trust (Current Principal)</td>
<td>$270,610.59</td>
</tr>
</tbody>
</table>
After much discussion about how the revolving funds and transferring of funds to expense items, we realize that we don’t fully understand the process and will contact the finance committee to see if we can get some instruction on the mechanics of our finances.

**Updating of Cemetery Rules and Regulations:**

No update, the project will continue and Commissioners are encouraged to continue to review.

**Memorial Tree Markers:**

Many of the labels on the memorial markers for trees purchased by patrons in memory of their loved ones have fallen off. The laminated labels do not stick as well as expected. Superintendent Bailey has looked into more permanent markers. I (Carolyn Mueller) offered to help him get some quotes for replacement markers.

**Updates on Conservation Work at Old Burying Ground:**

Fannin and Lehner are continuing their current contract and hope to be finished by the end of June. Mr. Sammarco reported that the Historical Commission will be applying for another grant from Community Preservation Funds for an assessment and preservation work in the old section of Westlawn.

Meeting adjourned 7:42 p.m.

Respectfully submitted,

[Signature]

Carolyn Mueller