

Cemetery Commission Meeting Minutes Final
Thursday, Nov. 4, 2021 @ 10am
Zoom Meeting ID# 923 6372 6511

Those in attendance:

Sally Cook, Judie Flanders, Laurisa Rich, Kara Shemeth, Susan Murphy

Meeting called to order at 10:00 pm

A. Approval of Minutes - Minutes for 9-30-21 and 10-14-21 were approved with minor corrections.

B. Superintendent's Report -

- 1. Burials** - A green burial on the Esposito plot occurred on 11-1-21. A whopping 18 cremation burials were completed in July and August
- 2. Maintenance projects** - Due to recent proactive trimming only 1 pine tree, an oak limb and an apple tree branch came down in last week's Nor'Easter. Steve Jaffee submitted a revised estimate of \$3,170 to remove these, along with the 4 pines near shed. There is \$8,645 available in Building and Grounds in this year's budget. We unanimously approved the estimate with stipulation that any wood chips generated stay on-site to minimize 'dump run' costs and keep organic matter for use around the Cemetery. Susan will choose a preliminary site to stage these chips to mulch the North Border fence line.
- 3. Fence** - Susan will be ordering cement posts from Goodale's for the North border project next week after our warrant article is approved. A wooden post on the South border has broken. It will be replaced during North border project. Susan proposed using the 16 leftover new rails from South border project to replace older weathered ones around parking area.

C. Administrator's Report

- 1. Agenda template** - We confirmed this basic outline acknowledging the need for flexibility at meeting.
- 2. Submission timing for agenda** - Kara confirmed that our final agenda posting must occur 48 hours prior to our meetings. We will each review Jenny's email of 11-2, titled "Useful Open Meeting Law Information for Members of Public Bodies"
- 3. Plot applications** - Kara emailed the Esposito application (that we approved last week via email) along with a newly submitted and verified Hannan application. We will approve it by email today after individual

review. Kara has completed their Leases and are in our CemComm mailbox awaiting our signatures.

D. Fees for cremation burial - We discussed the the \$150 fee, currently paid to the Town and added to Susan's salary after withholding (as per Treasurers email.) We want to increase this fee to fairly compensate Susan for the time commitment required. She will research the going rate on the Cape and Islands. Any fee change process requires an advertised public hearing, a CemComm meeting to discuss feedback, then BOS approval.

E. Report from Counsel re: applications - We voted unanimously to approve their word change recommendations. Kara will forward these to Tim C. for BOS review and approval at their next meeting. Kara will then post final applications on the Town website.

F. Annual report highlights and 2023 budget preparation - deferred to next meeting

G. Correspondence - none

H. Topics not anticipated - (excuse auto numbering)

4. Organization of the Commission - We continued our on-going discussion of shifting roles and duties within our ranks.

5. "Day of the Dead" commemoration - We discussed the annual activities in AHC.

6. Sally proposed we install split rail fencing between the New Section and NWW to prevent funeral parking on unmarked grave sites. Susan surmised there may be enough leftover materials from North Border fencing project to provide for this.

Next meeting scheduled - December 9 @ 10 am

Meeting adjourned at 12:00 pm

**Respectfully submitted,
Laurisa Rich
Secretary**

Documents Reviewed at meeting:

Email dated 11/2: Subject - Estimate #176 from Crosswater Landscape

Esposito Application

Hannan Application

RRK Edit 2021 Service Member Application

RRK Edit 2021 Property Owner Application

RRK Edit 2021 Property held in Partnership or Trust

Email 10-15-21 from Melanie, Treasurer - Subject: cemetery urn burial fees