

**Cemetery Commission Meeting Minutes Final**  
**Thursday, Dec. 9, 2021 @ 10am**  
**Zoom Meeting ID # 977 8910 8157**

**Those in attendance:**

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

**Meeting called to order at 10:00 am**

**A. Approval of Minutes** - Minutes for 10-4-21 was approved with minor corrections.

**B. Administrator's report -**

**1. Final review and acceptance of new plot application forms -**

Commissioners gave prior approval by email and applications have been posted on Town website. New software is looming which allows the application pdf to be filled in by public to print and mail with check and documentation. A payment system will also be developed which will allow for future online submission and payment.

**2. Newly submitted applications - none**

**3. Administrative assistant position change** - Kara has accepted a 20 hr/ week position in Edgartown. Her initial schedule: Chilmark a.m. hours & Edgartown pm hours. In the future, she would like to split the week between the 2 Towns. The CemComm is allotted 2 hours per week.

**C. Superintendent's report**

**1. New fencing update and progress -**

**a. Disposition of rails** - Rails have been delivered and stacked at the far end of Bayberry Avenue. Goodale's will be delivering 84 posts today. Crosswater Landscape can begin the North border fencing project in early January.

**b. Continuing discussion of fencing location & road placement** - We intend to straighten out the turns at the end of the New Section avenues and define them on both sides with posts and rails, similar to the layout in the Old Section.

**2. Discussion of clean-up/tree removal progress and budgeting -**

Crosswater Landscape billed the CemComm \$4,635, well above his \$3,170 estimate due to the need for an extra laborer to fell the large pines. After

discussion with Susan, Steve amended the bill to \$3,903. They discussed the need for more precision in estimates. There are funds from Building & Grounds to cover the overage. We voted unanimously to approve the amended bill. Susan will replace the broken fence post along South Road.

### **3. Cremation hole charge determination**

#### **a. Susan presented a sampling of cremation charges made by other cemeteries.**

- Falmouth: \$600 - \$800 weekdays & \$750 - \$950 Saturdays
- Barnstable County: \$350 weekdays & \$600 Saturdays. No Sunday burials. \$50 extra if there is frost in the ground
- MV Island: Allan Gowell \$300 - \$400, Sandy Fisher \$100
- Chilmark: Susan Murphy \$150, 7 days a week

#### **b. Process to follow to change AHC charge for hole creation -**

1 - CemComm approval 2 - Public hearing announcement to run for 2 weeks, 3 - Public Hearing 4 - Commissioners deliberate on public input, then vote to approve or deny, 5- BOS approval at their next scheduled meeting.

**c.** The commissioners voted unanimously to increase the fee to \$350. Kara will submit a Gazette ad by 12/14 (to be published 12/17 & 12/24,) announcing a Jan 6th, 10am public hearing. Our regular CemComm meeting will follow.

**2. FY23 Annual Budget** – We are awaiting budget worksheet from Town. Sally is currently working on the Cemetery figures and will email them to us by 12/31. We will confirm receipt and email back any comments or proposed changes and discuss at next scheduled meeting on 1/6. Worksheets are officially due by 1/4 but can be pushed back slightly. Kara will email us the newly released Management Report with current year-to-date figures.

**3. Organization of the Cemetery Commission** - Sally read her formal Letter of Change of Chairmanship into the record that she will be stepping down as CemComm Chair on Jan 1, 2022. Judie F. will serve as Chair, Laurisa will remain as Secretary. Sally will submit Letter to the Town before the end of the year.

**E. Correspondence** - none

### **F. Topics not anticipated -**

1. Kara will print out 2021 CemComm minutes to clip into dedicated binder. No signature is required.
2. We briefly discussed cemetery plot tree maintenance and decided it is the responsibility of AHC.

**Next meeting scheduled - Jan. 6 @ 10 a.m.**

**Meeting adjourned at 11:58 a.m.**

**Respectfully submitted,  
Laurisa Rich  
Secretary**

**Documents Reviewed at meeting:**

Email from Susan M. dated 12/8: Subject - Invoice 2024 from Crosswater Landscape, Cemetery Dept

Email from Susan M. Dated 11/3: Subject - Estimate 176 from Crosswater Landscape, Cemetery Dept

Email from Kara S. dated 12/6: Subject - pdfs of applications