

Cemetery Commission Meeting Minutes FINAL
Thursday, Jan 6, 2022 @ 10am
Zoom Meeting ID # 968 1256 8879

Those in attendance:

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

Meeting called to order at 10:00 am

PUBLIC HEARING TOPIC: Cremation Burial Fee change (from \$150 to \$350.)

- Public Hearing opened at 10am, 1/6/22 via Zoom meeting# 968 1256 8879
- Roll call of those in attendance made and committee members identified themselves.
- Legal notice of the public hearing read by chair J. Flanders
- Call for comments made. No written comments have been received, no public members were in attendance.
- Commissioner comment: Judie F. - "We've done our research and compared rates with other similar cemeteries and determined that our current rate doesn't cover the costs of our Superintendent."
- Board voted unanimously to close the public hearing
- Hearing closed at 10:07 a.m.
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10:08 am regular meeting opened by Chair.

We voted unanimously with roll call vote to raise the Cremation Burial Fee to \$350. Kara will request BOS approval at their next regular meeting.

A. Approval of Minutes - 12-9-21 and 12- 29-21 were approved unanimously with minor corrections

B. Administrator's report -

- 1. Newly submitted applications** - none
- 2. Kara's Chilmark work schedule** - Monday 8am -4pm and Tues, Wed., and Thurs. 8am - 12pm. If we do need to meet in the p.m., she is available weekdays except for Wednesdays.

C. Superintendent's report -

1. **New fencing update and progress** - Rails and posts have been delivered. Fence installation should start soon.
2. **Burial Data - 5 year Total: 93 cremations, 27 full caskets, 4 green burials = 104 burials**
 - 2021: 31 cremations, 8 full casket, 1 green burial
 - 2020: 8 cremations, 3 full casket, 1 green burial
 - 2019: 18 cremations, 2 full casket
 - 2018: 17 cremations, 10 full casket, 1 green burial
 - 2017: 19 cremations, 4 full casket, 1 green burial

D. Budget Discussion and approval -

1. **FY22 Flag bill** - The last bill paid by town was \$115 in FY20 for 144 flags. Judie will contact Lenny Jason near Memorial Day re past bills. Historically the Town pays this but there is a question whether Cemetery funds are debited. Kara will inquire.
2. **Cemetery Funds -**
 - **Perpetual Care** balance: \$26,783.28. If we have an overage, Ellen can approve use of these monies. (This plot purchase add-on is no longer offered.)
 - **F.E. Mayhew Fund** - balance: \$2,928.11 -to be used for the general care and improvement of Cemetery.
 - **Sale of Cemetery plots** - balance: \$224,186.89 - requires BOS approval to spend
3. **Line Item Codes** - We will proceed with Judie's proposed Title changes - no line numbers will change. Judie will work with finance committee liaison, Bruce Golden, to finalize CemComm budget.

E. Crosswater Landscaping bills and Bid process - Ellen confirmed that the \$10,000 cap does not apply to separate projects. Ellen must get approval for expenses on a single project over \$5,000.

F. Annual Report draft review - Clarifying suggestions were made and Sally will review further. Due Jan 15th.

G. Correspondence - none

H. Topics not anticipated - Kara will change Town website to reflect our CemComm position change.

Next meeting scheduled - Feb. 10 @ 10 a.m.

Meeting adjourned at 11:05 a.m.

**Respectfully submitted,
Laurisa Rich
Secretary**

Documents Reviewed at meeting:

Judie F. email dated 1/4/21

Subject: CC Meeting 1/6: FY 23 budget.pdf, budget questions.pdf, draft annual report.pdf

Kara S. email dated 1/6/21

Subject: Cemetery Funds spreadsheet