

DRAFT APPROVED on DEC. 13, 2018

**Chilmark Cemetery Commission**  
**Meeting Minutes, Thursday, Nov. 8, 2018 3:00 pm.**

**Those in attendance: Sally Cook, Laurisa Rich, Susan Murphy**  
**Meeting called to order at 2:55 pm**

1. **Appreciation of Harriette** - Sally Cook composed a written appreciation of her service on the commission (attached). Sally's proposal for establishing 'HOME', an annual cemetery assessment memorial walk, will be discussed over the winter.
2. **Chairmanship & Secretary positions** - Sally assumed role as Chair, Laurisa as Secretary. Our new commissioner will be chosen at Dec BOS meeting. We'll attend.
3. **Report from Superintendent** -
  1. A list is now available of roughly 150 Veterans buried at Abel's Hill - listed in 'walking order'. We discussed prudence of alphabetizing list as well - winter project. Discussed inviting Stan Mercer to attend a meeting in Spring 2019.
  2. Tom Robinson has cut or trimmed designated trees and ground stumps except those stumps next to headstones. Ms. Valenti who requested usable cedar posts was notified there were none salvageable and all were chipped. Sally mentioned tree limbs dangling near shed. These were not included in Tom's work order and needs to be addressed in future.
  3. John Keene has moved old pile of excavated dirt to new area and smoothed the surface. Sandy Fischer will deposit newly excavated dirt in a new area.
  4. Fall cleanup - Jesse Fuller has submitted quote which includes raking and removing all debris. More quotes are expected.
  5. We discussed steam-lining quote/billing process so that original duties revert to Susan who gets info directly to commissioners instead of going thru Town Hall. Sally proposed we revert to original process and Laurisa seconded.
4. **Budget Calendar FY2020** - we reviewed budget process & pertinent dates
5. **Preliminary FY2020 Budget discussion** - We gave it a light review and formulated question re Jenny, use of Trust Fund balances ~~and uses~~. We agreed to study budget documents supplied by Jenny and discuss fully in December.
6. **Superintendent Job Description Review & Approval** - Susan requested we consider changes to Section IV. A. & K. We agreed to postpone discussion.
7. **Veteran's Day plan** - no flags are traditionally erected on Veterans Day.
8. **Correspondence** - none
9. **Minutes** from Oct. 11, 2018 - approved as written
10. **Topics not reasonably anticipated...** - We discussed inviting Alan Gowell of MV Memorials to attend a future meeting for overview of other Island cemetery regs and practices?

**Meeting adjourned 4:15pm**  
**Respectfully submitted,**  
**Laurisa Rich,**  
**Secretary**

