

Cemetery Commission Minutes 12/13/18

Cemetery Commission Meeting Minutes

Thursday, Dec. 13, 2018 3:00 pm

Approved as amended 9-27-18

Chilmark Town Hall 401 Middle Rd, Conference Room #1

Those in attendance:

Sally Cook, Laurisa Rich, Judie Flanders, Susan Murphy

Meeting called to order at 3 pm

Welcome to Judie who will serve until next election on April 24th, 2019. She can file papers to be on the ballot if she would like to seek election.

• Report from Superintendent -

- Steve Jaffe of CrossWater Landscape performed autumn grounds cleanup. Using leaf blowers and a vacuum he collected and removed 5 truckloads of leaves.
- Susan will meet with Steve on Friday 14th to discuss further cleanup along stockade fence and overall collection of branches.
- Susan reported a request to erect a lit-up Christmas tree. She declined in keeping with decoration recommendations but encouraged wreath or swag.
- Don Sexton submitted bill for mowing & misc \$3500 which commissioners signed.
- John Keene will submit bill by end of year.

• Preliminary FY2020 Budget discussion & Approval -

- Budget Schedule - Must be submitted to FinCom by Jan 3rd. We will meet with BOS and FinCom on Jan 23rd or 24th who will be listening for justification for any budget increases and our strategic 5-year plan.
- We reviewed & discussed
 - Worksheet breakdown of expenses that Sally & Susan prepared
 - Expendable and Nonexpendable Trust Funds - Perpetual Care Fund was accessed in FY19 for storm-damaged tree care & clean-up.
- FY19 B&G Maintenance budget was increased by 53+% to hire professionals
- We agreed to propose a warrant article to cover costs of re-doing cemetery maps. Will consult Tim Carroll on wording. If rejected, will access perpetual care fund.
- Judie will research with Jenny, Susan, Ellen and Tim questions re
 - Repair needs for shed and fence and how best to budget for them.
 - Warrant approved at 2000 ATM for \$4000 to survey and layout new section - \$3404 remains. How can we use this?
 - Details re redrawing of map by Reid Silva - more quotes needed?
- We will meet again Thurs. Dec 27th @ 3pm to discuss her findings and finalize budget.

• Correspondence - none

• Minutes from Nov. 2018 - approved as written with Judie abstaining.

• Topics not reasonably anticipated -

- We reviewed Open Meeting Laws which govern our communication between meetings.
 - Verbal - We cannot deliberate cemetery business outside of a posted meeting. We can discuss administrative matters i.e. meeting time & date
 - Email - We cannot email other commissioners re cemetery business. Instead send to Jenny or Susan who can then forward it to All. A group email from Jenny or Susan must be responded only to sender (don't "reply all"). We can email each other directly for administrative/logistical purposes. If discussion or deliberation does occur thru email, we print the string and include it in future minutes.
 - Site Visits - permitted alone or with Susan. Otherwise, visit must include all commissioners and be posted by Jenny.
- Laurisa has compiled Cemetery regulations of other island towns and will forward links to Jenny to pass on to other commissioners to review for future discussion.
- We will request that Jenny reorder our meeting agenda to put Minutes approval first and Report from Superintendent 2nd.

Meeting adjourned 5:10 pm

**Respectfully submitted,
Laurisa Rich,
Secretary**