

## Cemetery Commission Meeting Minutes

Thursday, December 14, 2023 at 9:00 AM

401 Middle Road, Chilmark

### Attendance:

Commissioners present: Judie Flanders (Chair), Laurisa Rich, Matt Tobin

Other: Susan Murphy (Superintendent), Carolyn Stoeber (Administrator)

The meeting was called to order by Judie at 9:06am

- A. Approval of Minutes – November 9, 2023 minutes were approved unanimously.
- B. Administration Report
  - Plot leases – Carolyn passed out updated maps of Kings Way. There were no new lease applications. Commissioners signed the previously approved plot leases.
  - Carolyn will look into communicating with an alternate contact for the abutting property to discuss the stockade fence.
- C. Superintendent Report
  - Burials – There were no burials reported for the period since the last meeting
  - Flags are down
  - Lenny Jason will find the list of Veterans for Susan
  - Bill for 18 repairs of gravestones was received. This is for the CPA Funds awarded for FY24.
  - The post and new section of rail has been installed.
  - Fall cleanup is underway.
  - The rain barrel is put away.
  - Snow stakes from Patty will be installed to define the roads and protect the plots during the winter.
  - Don Sexton will be charging \$1800 going forward. An invoice of 3 mowings is currently outstanding for FY24.
  - Susan will ask Joanne Murphy for her veteran's list.
  - Susan will ask Tim about Don Sexton's contract for mowing.
  - Susan is in communication with Moore about a bench-sized stone at the edge of the plot near the road. Susan will make sure it is set back at least 12 inches.
- D. New Business
  - Carolyn will look for the invoice for the dues to the Massachusetts Cemetery Association.
  - In January or February the commission will contact the town columnists to let people know to collect items left for the holidays at AHC.
- E. Budget
  - FY24 invoices have not been received yet, so FY23 can be a guide to beginning the discussion for FY25
  - Blank budget templates were distributed for purposes of discussing the line items within the Expenditures portion of the Cemetery's budget
  - Salaries will be filled in by the Town Accountant. The commission will ask to keep the \$250 line item for help in digitizing the records.
  - We don't repair equipment anymore. The contractors take care of their own equipment. This line item remains \$0.

- Kings Way will be part of the fall cleanup for the first time, which will increase the cost over past years.
- Pine needles have been addressed for the first time in a while.
- The price of mowing has increased at the cemetery.
- Carolyn will get updated balances from the Town Treasurer
- If funds need to be transferred from the perpetual care fund and/or other funds, the transfer must be approved at a town meeting
- Projects for the immediate future:
  - Brush cutting in Kings Way
  - Gate and fence repair and replacing
  - Invasive plant removal
  - Continue fencing repair/installation on north or west side
  - Clear the property line fencing of the cemetery
  - Digitizing the cemetery records - One of our main goals is to make our records more available electronically. The budget does not have a line item for this activity, which might require this to be put off until FY26 when funds can be allocated for this project.

#### F. Old Business

- Repairs to the shed and fencing and some of the other maintenance work might be included in the town's maintenance responsibilities in the future. Susan has spoken with Patty.
- May 18, 2024 is the next hazardous waste disposal date. The shed will be cleaned up in anticipation of this date. The town can dispose of any trash as well. The facilities manager will assist in the spring.
- Carolyn will check with Tim about the capacity of the website to utilize an access database for digitized records.
- Laurisa volunteered to reach out to the MV Museum to see what type of software is standard for cemeteries to use, in their experience.
- Laurisa has been thinking of a creative way to use the metal plaques, rather than disposal. Matt and Laurisa will collaborate on wreaths for seasonal display on gates.
- Matt still has the 3 pamphlets from Tim Boland.

Documents reviewed: Kings Way updated map; blank budget for discussing FY 25 line items

Next meeting: January 11, 2024 at 9am in Conference Room #1 at the town hall.

The meeting was adjourned at 10:58 am.