

Cemetery Commission Meeting Minutes FINAL
Thursday, Feb 11, 2021
Zoom Meeting #925 7128 3462

Those in attendance:

Sally Cook, Judie Flanders, Laurisa Rich, Susan Murphy, Jenny Christy

Meeting called to order at 3:05 pm

Minutes of Jan 28, 2021- approved with minor clarifications and typos

A. Superintendent's report -

- 1. Brush Cut** - Steve Yaffe's crew completed the brush cut and berm removal (North side of Bayberry Ave abutting Wallach property - from Basil Welch's grave to BIG rock) and cut 7 trees including overhanging tree near shed. Everything is chipped and spread in composting area.

- 2. Survey work** - Reid Silva estimates 1 field day and ½ office day is needed to complete survey of North border, roughly 1700-1800 ft. at the cost of \$2000-\$2500. This can be spent from the \$2600 remaining funds from FY2000 warrant article providing for NWW surveying and plot layout. Susan proposes we use remainder of these monies to buy metal markers to mark center of plots in NWW. We authorized Susan to accept Reed's proposal and inquire on his timetable.

B. Review of leases pending - 6 Cemetery Plot applications that were submitted in 2020 and Jenny will prepare the deeds to issue for these plots:

- WILLIAM E. SHANOK—Half Plot (305 BAYBERRY)
- HACKET McLEOD NOM TRUST (LENKNER, TRAVIS/DELANEY, ERIN)-Full Plot (300 BAYBERRY)
- DOUGLAS L. & PATRICIA R. SACKS—Full Plot (301 BAYBERRY)
- MURDOCH & CO (FREIFELD, CHARLES)—Half Plot (306 BAYBERRY)
- JOHN E. HAUCK & REGINA M. POLICASTRO, TRUSTEES (POLICASTRO, JAMES C.) -Full Plot (302 BAYBERRY)
- LIPKE FAMILY MARTHA'S VINEYARD (LIPKE, PAUL R.)—Full Plot (303 BAYBERRY)

C. Administrative Matters -

- 1. Procedures** - Commissioners will review the Burial and Records handling procedure and the Cemetery Lot applications procedure. Judie suggested we also rewrite Lease document.
- 2. Administrative Positions** - A new administrative assistant has been hired and will begin on 7/1/21. A temporary employee may be needed for secretarial or admin hours.

3. **Board Positions** - We have agreed that Sally will remain Chair and Laurisa - Secretary. Judie is willing to serve as Chair next expressed interest in co-chair with Sally first to 'learn the ropes." Judie will serve as liaison with new administration assistant.
4. **Application form** - Delaney and Lenkner had applied for full lot in July 2020 yet have not owned property for 5 years as required on new application. The board agreed to waive the residency requirement in this single case. Sally will write them a note to inform them and stipulate that all other cemetery rules apply to them.

2. Ongoing projects -

1. **updating application and lease form**
2. **procedural documents**
3. **burial and records handling**
4. **cemetery lot application procedure**
5. **alphabetize veteran's list**
6. **conservation / green burial info**
7. **signage and monument repair**
8. **Definitions**
9. **Roads NWW** Susan is working on road layout. She will bring maps and charts to our next meeting.

D. Topics not reasonably anticipated - We discussed whether to send completed Leases out, as-is, and revise Lease for future applicants OR rewrite the Lease document first. Sally moved that Judie draw up an revised Lease to email to Jenny and we reschedule a new meeting to deliberate on changes. We vote unanimously to approve this plan. All pending lease forms will be held until a approved version is ready. Jenny will check with counsel on the existing wordage of the current lease form.

Next meeting scheduled - TBD

Meeting adjourned at 4:55 pm

**Respectfully submitted,
Laurisa Rich
Secretary**

Documents Reviewed at meeting:

**Abel's Hill Cemetery Lot Application Form January 2021
redline changes.pdf**

Abels Hill Cemetery West Wing Draft Expansion Plan 8-28-20

Letter to Plot Lessees 1-25-2021.pdf

6 new Cemetery Deeds

Abel's Hill Near West Wing Map Jan 26 2021.pdf