

**Cemetery Commission Meeting Minutes FINAL**  
**Thursday, June 10, 2021**  
**Chilmark Town Hall, 401 Middle Road, Room #**

**Those in attendance:**

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

**Meeting called to order at 3:04 pm**

**Minutes from 5-13-21 meeting** - Approved as written

**A. Superintendent's' Report for May and June:**

1. **Cemetery activity** - Since March, Susan has overseen an unusual number of cremations and burials. Numerous burials are scheduled over the summer and there are inquiries for the Fall. A recent green burial grave has collapsed. Susan contacted the family as the repair is responsibility of plot Leasee. Sandy Fisher will do the repair and bill family directly.
2. **NWW Stainless steel plot markers** - Susan has sourced plot markers similar to the ones we have in stock and would like to purchase 100 to mark new plots in the newly opened NWW. 100 markers + shipping \$334 for which our Treasurer must submit a check as company does not accept credit cards. The Commissioners approved this expenditure and discussed which account it will be debited from. Earlier this Spring, surveyors marked the property line with metal stakes and flagged the end of AHC property.
3. **Cemetery fencing project** - There are 56 sections of split rails (128 rails in total) along the South Road in need of replacement. Steve Yaffe's labor-only estimate was for replacing 50 rails. With approximately \$5K available for our current fiscal year, we discussed purchasing either split rails (\$16 each) or concrete uprights (\$30 each). Susan will obtain prices from Goodales and Cottles and submit them to us next week to make a decision before June 30th.
4. **Emin lot marker request** - Two Emin brothers own adjacent 11 x 22 plots and would like to erect 1 upright marker engraved EMIN straddeling both plots in lieu of 2 separate markers. Commisioners will view plots in July meeting, if possible to meet at AHC.

5. **Vacant plot request** - Jeff Bezanson, recently deceased, is Leasee of plot #245. His daughter requests he be buried, instead, in Old Section with his Father, Mother and Son where there is ample space. Additionally, the family's plot master card includes a note from its adjacent plot owner (Hammet) relinquishing a space for Jeff to be buried there, if desired. We will do a site visit in July and discuss further.

**B. Performance Evaluation, Cemetery Superintendent** - Sally has prepared a positive evaluation for Susan Murphy and will submit to the Town tomorrow. Susan stated that she likes her job and is happy with the newly revised regulations and the ease of communicating them to the public. She is pleased with the recent land survey results and looks forward to improvements at AHC.

**C. Review Town Clerk's revised Procedure for Cemetery Plot Applications** - We reviewed the revised procedure submitted by Jenny and Kara. Judie volunteered to meet with them to revise further.

**D. Assign Burial Records Handling Procedure & Vote cremation fee** - deferred till July meeting.

**E. Review Fisher plot application** - C. Fisher requested that we consider her prior home ownership of 20+ years in Chilmark as a qualification to lease a plot now that she has purchased a new home here. An application has not yet been submitted for us to make a decision.

**F. Plan Ahead**

1. Proposals for revised plot application form - We are continuing to use the interim application for a plot lease. Sally feels delaying further changes until our new Administrative Assistant is fully trained is prudent. Judie and Laurisa's are concerned that continued delay in revisions of application to agree fully with our new Regulations and Policies opens us and staff to future confusion, time-consuming discussion and possible litigation.
2. Possibility for digitalizing cemetery records

**G. Topics not reasonably anticipated** -

Tim C. informed us that Town committees will continue to meet on Zoom until the beginning of July at which time the board members can meet in person at Town Hall and public will join virtually.

This years Veteran's flag placement and the respectful disposal of the ACH retired flags were performed by Lenny Jason, Veteran's Representative.

**Next meeting scheduled Thursday, July 8, 2021 at 3pm. Location TBD**

**Meeting adjourned at 5:04 pm**

**Respectfully submitted,  
Laurisa Rich  
Secretary**

**Documents Reviewed at meeting:**

Abels Hill Cemetery Plot Application Procedure as amended for 6-10-2021  
Cemetery Commission Meeting

Burial and Records Handling Procedure 2012.pdf

Abel's Hill Cemetery INTERIM Plot Lease Application Form Jan 28  
2021.pdf

Chilmark Cemetery Commission Admin Asst Duties doc