

**Cemetery Commission Meeting Special Minutes FINAL**  
**Thursday, July 22, 2021**  
**Chilmark Town Hall, 401 Middle Road**

**Those in attendance: Sally Cook, Judie Flanders, Laurisa Rich, Kara Shemeth, Susan Murphy**

**Past Minutes will be reviewed at next regular meeting**

**Meeting called to order at 3:02 pm**

**A. FY21 Budget** - Donald Sextons mowing bill and the purchase amount for plot markers were paid. \$4K+ is left over and will be returned to the Town. (Sally does not have exact figures as Ellen is away on vacation.)

**B. Superintendent's' Report -**

- 1. NWW Stainless steel plot markers** - Markers have been ordered, paid for and are reportedly on the way. Upon receipt, Susan will mark the corners of the 8 new plots now purchased.
- 2. Burial and Records Handling Procedure** - Susan worked with Kara to further revise. A draft will be submitted at next meeting.

**C. Administrative Report -**

- 3. Pending applications and leases** - Kara observed Interim application issues re verification of LLC & documentation
  - Fisher - We approved her application making an exception to allow her previous Chilmark homeownership to count toward our new 5-year eligibility criteria. Sally made an edit to wordage of application by inserting the word "previous" instead of "past" 5 consecutive years in statement above signature line
  - Klingher - He has applied with same previous homeownership circumstance as above, owning in Chilmark since 2012 and has purchased new Chilmark property under an LLC in 2018. He submitted the former (2020) application and was therefore incomplete. He will be asked reapply using interim application.

- Benham - She is applying for 2 plots but is only eligible for 1. Another family member may be eligible. Kara will follow up.

**4. Map update NWW** - A map of NWW (did Sally propose a new name?) was briefly reviewed. Upshot? (Audio was garbled)

**D. Planning for August Meeting** - A 'marathon' meeting is anticipated to review and address our interim application's incongruencies with new Regulations and Procedures, approved in Jan. 2021. Since then, many have been identified and lightly discussed. Each Commissioner will submit their recommendations for changes to Kara who will prepare a draft to discuss. We will strive to complete a final draft in August.

**E. Correspondence - none**

**F. Administrative** - We discussed briefly whether to accept Doc-sign signatures on applications and Leases. Kara will inquire what other departments accept them, the pros and cons, and get a recommendation from Tim Carroll. We will discuss at next meeting.

**Next meeting scheduled Thursday, Aug 12, 2021 at 3pm. Location TBD**

**Meeting adjourned at 4:35 pm**

**Respectfully submitted,**

**Laurisa Rich**

**Secretary**

**Documents Reviewed at meeting:**

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

**Fisher signed application**

**Klingher signed application**