

Cemetery Commission Meeting Minutes FINAL
Thursday, July 8, 2021
Chilmark Town Hall, 401 Middle Road, Rm# _____

Those in attendance:

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

Meeting called to order at 3:02 pm

Minutes from 6-10-21 meeting - Numerous revisions were discussed and agreed upon. Laurisa will correct and submit at next meeting for approval.

A. Superintendent's' Report:

1. **Cemetery fencing project** - Susan shared a Survey Map circa 1960. To mark the 830 ft. boundary along King's Hwy, she recommends a split rail fence. This will require 84 concrete posts (current estimate \$4,284) and 304 rails (\$4,864) at Cottle's, totaling \$9,148. Susan will request a new estimate from Steve Jaffe for the South Road boundary rail replacement. Susan suggests we present a warrant article to cover these costs at the Special Town meeting in Fall '21. We discussed other funding options.
2. **NNW Stainless steel plot markers** - Markers have been ordered, paid for and are hopefully arriving soon.

B. Update Records of Admin. Process - We reviewed the newest revision of the Abel's Hill Cemetery Plot Lease Office Procedure (6/23/21) that Judie worked on with Kara and Jen. We identified small changes and made note of aspects that will need revising after we make necessary changes to the Application form.

C. Review Pending Applications and Lease Forms - C. Fisher has submitted her application. Sally will follow up.

D. Assign Burial Records Handling Procedure & Vote cremation fee -

1. Susan will work with Kara to update her duties re the BRHP.
2. We discussed increasing our current cremation fee, No vote was taken.

E. Schedule revision work on Plot Application - Laurisa and Judie requested that we form a subcommittee or call a special CCC meeting to

address the revision of the Application. Sally indicated she would be willing to call a special meeting and would propose possible dates in an email.

F. Plan Ahead

1. **Proposals for revised plot application form** - We will each bring our proposals for changes to subcommittee or special meeting - date and time TBD
2. **Possibility for digitalizing cemetery records** - not discussed

G. Topics not reasonably anticipated -

3. **Emin brothers monument** - They will need to submit a written request for a proposed single monument to straddle their 2 adjacent plots.
4. **Vacant plot request** - Jeffrey Bezanson's daughter will submit a written request that her father be buried in the family plot in the Old Section instead of plot #245 that he owns.

Next scheduled meeting Thursday, Aug 12, 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 Plot Lease Office Procedure (6/23/21)

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

Chilmark Cemetery Commission Admin Asst Duties doc