

Cemetery Commission Meeting Minutes Final
Thursday, August 12, 2021 @ 3pm
Zoom Meeting ID# 928 8723 7982

Those in attendance:

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

Meeting called to order at 3:04 pm

Approval of Minutes

6-10-21 meeting (revised) - approved with correction of typos

7-8-21 meeting - approved with minor corrections including the document name under Section B.

7-22-21 meeting - approved with minor corrections

A. Superintendent's' Report:

- 1. Cemetery activity** - In 2021 to date, Susan has overseen 7 casket burials and 15 cremation burials. 3 cremation burials are scheduled for next week.
- 2. Cemetery fencing project** - Cottle's has 3 bundles of split rails available - 300 @ \$16 each = \$4800. She proposed we buy them with available funding and store them next to the shed to supply the 128 rails needed for the South Road section and an unspecified number needed for the Kings Hwy boundary with leftovers to replace other various deteriorating rails. We discussed funding and security issues. We voted unanimously to approve the purchase of 128 rails at this time. Susan will contact Steve Jaffe and request a new quote for labor as the existing quote is to replace and dispose of only 50 rails.

B. Administrative Report -Leases to approve

- **Guerin/Benton** - approved unanimously
- **Klingher** - approved unanimously

C. Changes to Plot Application Form–Initial Proposals

1. Judie suggests we break the current application into 3 forms according to eligibility, containing information relevant to each. She submitted 3 drafts: 1 - Owner 2 - Resident and 3 - Veteran.

2. Laurisa submitted a draft further splitting the application for a Sole Owner and Multiple Owners. She further suggests we require some level of verification that other stakeholders in the qualifying property have been properly notified and get advice from Tim Carrol/Town Counsel.
3. Sally submitted a draft with various changes of wording, formatting and the addition of a Notes line at the bottom.
4. Kara liked the separate applications approach. She also felt we should require documentation that the applicant applying from within group ownership is in fact a beneficiary/trustee/ stakeholder. Kara suggested we focus on content and she can do the formatting. Laurisa will assist. Kara will also research how other Towns handle LLC, et al. verification issues.
5. We all agreed to move forward on creating multiple applications to cover all categories of eligibility to ultimately streamline the process in the office, offer more clarity to the applicant(s) and create smooth(er) sailing for the Board.

D. Fall Calendar -

1. South Road fencing project will ideally begin this Fall.
2. Our next scheduled meeting on 9-9-21 needs to be rescheduled. 9-16-21 has been tentatively selected. We will confirm through email.
3. We agreed to hold another August meeting on 8/26 at 3pm to further develop our Plot Lease Applications.

E. Topics not reasonably anticipated - Sally researched with Ellen B., Town Accountant, how the Cremation fee is processed. Transactions are paid into the Agency Fund, by the Public to the Town. The entirety of the Cremation fee \$150 is paid to the Superintendent - nothing withdrawn. Sally requested our board be apprised of activity in this fund biannually. In order to increase any change in this fee, we must post and hold a public hearing, discuss comments, vote, then get approval of BOS.

September meeting rescheduled - TBD

Meeting adjourned at 4:41 pm

**Respectfully submitted,
Laurisa Rich
Secretary**

Documents Reviewed at meeting:

Guerin/Benton plot application

Klingher plot application

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

Buildable Lot Owner Application DRAFT 2021.pdf - Judie

Resident Application DRAFT 2021.pdf - Judie

ARMED FORCES Application DRAFT 2021 - Judie

Buildable Lot / Multiple Owners Application DRAFT 2021 - Laurisa

SC - edits - Sally