

**Cemetery Commission Special Meeting Minutes Draft**  
**Thursday, August 26, 2021**  
**Zoom Meeting ID# 991 0253 4688**

**Those in attendance:**

**Sally Cook, Judie Flanders, Laurisa Rich, Kara Shemeth**

**Meeting called to order at 3:01 pm**

**A. Brief Update from Chair:**

**Sally requests that we submit drafts, articles, letters, etc. and any additions to the agenda by the Tuesday prior to Thursdays meetings. Also, if changes or additions are made to the minutes after our discussion and approval, she requests that alterations be dated and signed before submitting for posting.**

**B. Discussion - Application Form Revisions:**

- 1. Resident's Application** - Various changes were made to the language and layout for clarity and consistency. We agreed that Regulations & Policies will be downloaded along with Applications. Kara will pose our many questions on verification of residency to Town Clerk and she will email us this current draft.
- 2. Chilmark Property Owner Application** - We discussed many aspects of how to define and collect needed info for sole ownership and legal entity ownership and whether to provide 1 application for both or to separate into 2. We discussed how to approach various verifications. Kara will research how other Town's handle legal entities and verifications. She will research affidavit forms and email this current draft.

**C. September Schedule:** We agreed to hold another special meeting in 1 week to further develop our Plot Lease Applications. Kara will post and will likely not be able to host this meeting. At our Sept. regular meeting, we will review minutes of our two August and one early Sept Minutes and catch up with Superintendent's and Administrative Assistant's reports.

**Topics not anticipated:** Judie will coordinate with Kara on agendas, etc. for the next 2 meetings.

**Next meetings scheduled - Sept. 2nd & Sept 23rd at 3pm, Zoom**

**Meeting adjourned at 5:09 pm**

**Respectfully submitted,**

**Laurisa Rich**

**Secretary**

**Documents Reviewed at meeting:**

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

**Buildable Lot Owner Application DRAFT #2 - Judie**

**Resident Application DRAFT #2 - Judie**

**Buildable Lot / Multiple Owners Application DRAFT 2021 - Laurisa**

**Chilmark Cemetery Regulations and Policies**

