

Cemetery Department
Minutes of Regularly Scheduled Meeting – January 24, 2022

Present:

James Burlingame, Supt.
Kristen Russell-May, Member & Chair
Donna Neylon, Member & Vice Chair & Clerk
Willis Bond, Member

Absent/Excused:

Public Present:

None

NOTE: *The minutes below reflect the order of the agenda and may not be the order taken during the meeting.*

Approval of Minutes:

Chairman Kristen called the meeting to order at 1:00 pm in the Cemetery Garage at Westridge Cemetery and made the motion to approve the minutes of the December 27, 2021 as amended; Willis seconded; it was so voted. Kristen then initialed the minutes to indicate that they were approved.

Signing of Deeds:

Dorothy A. Mann and Brett L. Mann purchased lots at Westridge Cemetery: Section D, Row F, Numbered 5 for \$1,700 and \$1,100 for Perpetual Care and Jeffrey W. Ide purchased lots at Westridge Cemetery: Section H, Row 4, Numbered 3 for \$1,700 and \$1,100 for Perpetual Care.

Monthly Burial Count:

Jim reported there were only two burials during January and both were full. No more are expected or scheduled for the balance of this month.

Review of prior month's expenses: (NOTE: all purchases were from the Expense Account unless otherwise noted)

Warrant Date 1/13/2022:

Stevens Construction (one grave opening)	\$250.00 (Revolving Account)
Amazon Business:	
(4 trail cameras, 1 chainsaw bar, 4 saw chains, hitch pins, plow guides [2 sets of 2])	\$472.57
City Power (5 gallons VP E-Free fuel)	\$ 99.99

Warrant Date 1/27/2022:

Amazon Business (batteries, 5 memory cards, diamond blade)	\$247.92
Amazon Business (Credit Memo) (returns of batteries – sent wrong size)	(\$ 69.99)
Amazon Business (carb. Repair kit)	\$ 6.99
Home Depot (front entry door & trim – for garage @ Westridge)	\$245.16
Aubuchon Hardware (spare key for '05 F350, washer fluid)	\$ 8.98
Advance Auto Parts (oil & filters for JD 3038)	\$ 33.97
Stevens Construction (one grave opening)	\$250.00 (Revolving Account)

Jim noted that we have a current balance of \$5,419. in our Expense Account.

Kristen made the motion to ratify the payments made on behalf of the Cemetery Commissioners; Donna seconded; it was so voted.

Old Business:

Further discussion of incident that took place on October 5th burial service in Westridge Cemetery:

Jim reported having spoken with the Town Administrator who referred him to Town Counsel. A copy of Jim's email transmission (except for photographs) is attached and a copy of Town Counsel's recommendation (ATTACHMENT #1 – 8 page total). In this email Jim advised that we are at an impasse with the family responsible for the damages to the cemetery roadway during the October 5th burial service at Westridge Cemetery. As a result, Town Counsel has advised that we file a Civil Suit.

Members discussed getting prices for paving/repaving of the damaged areas in case the Town's Highway Department may not be able to do the work and to present in court to the Judge when we ask for damages. Several places were recommended and Jim will make the calls for the quotes.

Kristen made the motion to ratify Jim's previous actions with Town Administrator and Town Counsel and to proceed with Attorney Jim Cosgrove (Town Counsel), relative to filing the suit, getting pricing on paving and whatever else is necessary to prepare for the Hearing; Willis seconded; so voted.

Continued Discussion of Goals and Objectives for the upcoming year:

Stone walls at Bay Path Cemetery: Jim reported that Mr. Bruce Johnson of B.L. Johnson Masonry, Inc. had contacted him after receiving a letter from Donna. (SEE ATTACHMENT 2) Mr. Johnson agreed to make an appointment with Jim to look at the situation and present us with a quote.

New Garage: We still need this **BADLY and MUST** keep it presented to the Board of Selectmen and the Finance Committee!

Columbarium: We've discussed this several times in the past and it is still on our active GOAL list.

Road Paving at Westridge Cemetery: As noted at our last meeting, ALL of the roads within Westridge Cemetery need to be repaved – not just the areas damaged on October 5th.

Cemetery Mapping: This was briefly discussed at our last meeting and Donna presented the idea of not just GPS mapping but perhaps, additionally, GPR mapping (ground penetrating radar) done in at least the three most active cemeteries (Westridge, Northside, Union). All agreed that this will be expensive (but very helpful for Jim) and we'll most likely need grants, etc. to pay for it. Donna will look into this for us.

New Business:

Concern of property abutter next to Bay Path Cemetery in regards of the condition of the stone wall located on the eastern side of that cemetery:

On December 29th, abutter, Scott Baker, of Dresser Hill Road filed an "Online Submittal Contact Us" form requesting to meet with the Cemetery Commissioners so Jim put him on the agenda for today's meeting. (SEE ATTACHMENT #3)

Even though Mr. Baker was not present, members did discuss his complaint in which appears that he's concerned about "repairs to the Bay Path Cemetery Boundary stone wall". His form indicates that the wall was "damaged by your contractor". We have hired no contractor do work in that area but do recognize that the wall needs repairs. In fact, we have mentioned this in several of our previous meetings. At our last meeting, we took the initial steps to get a quote for repairs to this wall. It is a long wall with very heavy stones so we believe that this will be an expensive project, perhaps one that we'll have to get grant funding and/or Town Meeting funding for. It is also our belief that the wall is entirely on our property.

Donna will look for meeting minutes where this wall was discussed and for photographs that she may have taken of the wall. Jim once had photographs but they were lost when his previous phone/camera was broken.

It is not known if Mr. Baker will want to attend our next meeting or not.

Open forum:

Annual Conflict of Interest/Ethics Test:

Donna presented a printed certificate to Jim for his files. She had already sent an email version to the Selectmen's Secretary.

Security Cameras:

Four field/security cameras are now placed at various locations within Westridge Cemetery and are up and running. Kristen recommended that Jim purchase an additional supply of memory cards so that when one comes out for viewing a second one could immediately go in. This would save Jim a trip around the Cemetery. Jim is concerned with the life of the batteries during the winter months.

Budget Hearing with Selectmen and Finance Committee:

Due to illnesses, the Cemetery Commission's time with the Finance Committee has not yet been scheduled but Jim will let the Commissioner know when this is.

New entry door to office area at garage in Westridge Cemetery:

Jim purchased and installed the new door and door jam. It looks great and is certainly much more secure than the old one that was falling apart! Jim does good work!

Next Meeting:

The next meeting is tentatively scheduled for Tuesday, **February 22, 2022** with the meeting to begin at 1:00 pm and current plans are to continue holding our meetings in the Cemetery Garage at Westridge Cemetery.

As there was no further business before the Commission, at 2:00 pm Kristen entertained a motion to adjourn, Willis so moved; Donna seconded; it was so voted.

Respectfully submitted: Donna L. Neylon, Vice Chair & Clerk

Approved by the Commission: WB

Attachments:

1. Email and police report sent to Town Administrator (8 pages total)
2. Letter to Mr. Bruce Johnson requesting quote on Bay Path stone walls (1 page)
3. Online Form Submittal: Contact Us-Cemetery Commission (1 page)