

Cemetery Department
Minutes of Regularly Scheduled Meeting – April 19, 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 entertained the motion to approve the minutes of the March 21, 2022 as amended; Willis so moved and Kristen seconded; it was so voted. Kristen then initialed the minutes to indicate that they were approved.

Signing of Deeds:

There were two deeds presented:

John & Susan Howland: \$1,700 at Westridge Cemetery, Section H, row 3, #6 on the West side of Underhill Drive and \$1,100 paid for Perpetual Care;

Todd & Heather Christensen: \$3,400 at Westridge Cemetery, Section A-1, Lot 20, # 9 - 12 and \$2,200 paid for Perpetual Care.

Monthly Burial Count:

Jim reported there were only two burials during March; one was a full burial and the other was a cremation burial. So far, in April, there have been no burials.

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

Warrant Date 4/07/2022:

Amazon Business (misc. supplies)	\$89.89
Aubuchon Hardware (64 AA Batteries, screws)	\$34.22
Home Depot (trash bags)	\$19.47

Warrant Date 4/14/2022:

James Burlingame (2022 MCA membership dues)	\$100.00
James Burlingame (chainsaw parts)	\$ 38.29

Warrant Date 4/21/2022:

Amazon Business (misc. supplies)	\$150.03
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Warrant Date 4/28/2022:

Advance Auto Parts (8 oil filters)	\$39.92
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The current balance of \$4,465.78 in our Expense Account.

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

Old Business:

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

There is nothing new to report on this matter as we are waiting to hear from the court system. This will remain on the agenda until the matter is resolved.

Continued discussion of motor vehicle accident that took place in Northside Cemetery causing property damage to the stone wall along Cemetery Road:

Mr. Bruce L. Johnson has submitted a written quote to Jim and that has been passed along to the Town Administrator and the insurance company for Mr. Antonious Milard Wassef and his daughter Miriam Angela Wassef. Mr. Johnson has changed the name of his company to Cape Ann Stone, Inc. His quote for \$2,600 was accepted by the Commissioners.

Jim expects the money to come from the insurance company within the next couple of weeks. We expect Mr. Johnson to fit us into his schedule as soon as he can.

ATTACHMENT #1: Copy of Quote from Cape Ann Stone, Inc.

Update on motor vehicle incident at Westridge cemetery on 3/10/2022:

There's nothing new to report on this matter as it is still being investigated by the police officer. The monument that was knocked off of its base has been put back and the owner of the monument does not want to press charges.

New Business:

Review any applications received for the Temporary Maintenance Worker:

There was only one application received for this position that has a pay range of about \$15.74 to about \$17.36. It was agreed to hold off on any decision on this application as there's the possibility that more would come in.

Progress on spring clean-up:

Jim and Rusty have begun the spring clean up and it's progressing nicely. The cemeteries are all in good shape and Jim expects to have the water turned back on well before

Memorial Day. Jim said that they have removed three loads of broken concrete from Union Cemetery and that he expects to purchase more concrete and loam soon.

Open forum:

Possible full-time position for Mr. Russell Eastman:

Jim reported to us that there's a real possibility that we might be able to hire our current part-time employee, Mr. Eastman (Rusty), in a permanent full-time position. All agreed that this would be ideal as he is an excellent and trustworthy worker and could take over when Jim has a vacation! Perhaps there will be more information on this possible opportunity available for our next meeting.

Cement horses at the Henry Stevens plot in Westridge Cemetery:

Donna acquired written permission from Cheyenne Stevens, son of Henry Stevens, for the removal of the "team" of cement horses which were in lieu of a conventional monument but were disintegrating at a remarkable rate. Jim said that when he and Rusty removed the horses, one fell apart completely. One was in a little better shape and that was been stored where Cheyenne Stevens or one of his brothers can pick it up, if they want it.

Commissioner Neylon's meeting with Town Administrator Andrew Golas:

At our last meeting, Donna received permission from the Commissioners to contact Representative Peter Durant to make him aware of projects that we would be needing funding for. She reported that this had been done and that Representative Durant was "keeping watch" for possible funding opportunities for us.

ATTACHMENT #2: Email correspondence between Representative Peter Durant and Commissioner Neylon.

Reminder of important dates:

Annual Town Election: Saturday, May 7th (Kristen is on the ballot)

Annual Town Meeting: Monday, May 16th (7:00 pm start time)

Next Meeting:

The next meeting is tentatively scheduled for **Monday, May 16, 2022** with the meeting to begin at 1:00 pm and plans are to continue holding our meetings in the Cemetery Garage at Westridge Cemetery.

As there was no further business before the Commission, at 2:01 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-----



Attachments:

1. Copy of Quote from Cape Ann Stone, Inc.
2. Copy email correspondence between Representative Peter Durant and Commissioner Neylon