

TOWN CLERK
JUL 13 2022
CHARLTON MASS

Cemetery Department
Minutes of Regularly Scheduled Meeting – May 16, 2022

Present:

James Burlingame, Supt.
Donna Neylon, Member & Vice Chair & Clerk
Willis Bond, Member

Absent/Excused:

Kristen Russell-May, Member & Chair

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:

Vice Chairman Donna 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 April 19, 2022 as amended; Willis so moved and Donna seconded; it was so voted. Willis then initialed the minutes to indicate that they were approved.

Signing of Deeds:

There were two deeds presented (both were for cremation lots):

Linda E. Vasas: \$400 at Westridge Cemetery, Section C-1B, numbered 50 on the North side of North Road and \$250 paid for Perpetual Care;

Rodney and Jeanne Puliot: \$400 at Westridge Cemetery, Section C-1B, numbered 51 on the North side of North Road and \$250 paid for Perpetual Care.

Monthly Burial Count:

Jim reported there was only one full burial during April and, to date, there have been only two burials during May; one was a full burial and the other was a cremation burial.

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

Warrant Date 4/26/2022:

Stevens Construction (one grave opening)	\$250.00 (Revolving Account)
Home Depot (42 bags 80# concrete, 2 boards)	\$217.93
Home Depot (pallet return credit)	(\$15.00)
American Cemetery Supplies (100 of 3.5" Stainless Steel lot pins)	\$381.27
Amazon Business (misc. supplies)	\$89.89
Aubuchon Hardware (1 gal. exterior green paint)	\$67.99
David Dore, Sr. (Welding work)	\$140.00

Warrant Date 5/03/2022:

Charlton Landscape & Nursery Supply (10 yards screened loam)	\$325.00
John's Auto Service (2005 F-350 repair)	\$251.40
Valley Green (50# grass seed)	\$166.50

Warrant Date 4/21/2022:

Home Depot (42 bags concrete)	\$195.43
Home Depot (pallet return credit)	(\$20.00)
Home Depot (10 quarts motor oil)	\$35.35
James Burlingame (4 pairs work pants)	\$99.96
Advance Auto Parts (mower battery)	\$52.99
Stevens Construction (one grave opening)	\$250.00 (Revolving Account)

The current balance of \$2,547.96 in our Expense Account.

Donna 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:

We learned that a court date (Dudley District Court) has been set for a trial which, hopefully, will result with the Town (Cemetery Department) being reimbursed for the damages done to the asphalt during above incident. Donna and Mr. Eastman will attend on August 18, 2022 at 1:00 pm in Small Claims, Magistrate Session.

ATTACHMENT #1 (3 PAGES): Copy of STATEMENT OF SMALL CLAIM AND NOTICE, Docket Number 2264SC217.

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 now completed the work on this wall, using all of the stones that were knocked off by the driver. The wall is as good as new again!

ATTACHMENT #2 & 3: Two photographs of the completed project by Cape Ann Stone, Inc. (owned and operated by Mr. Bruce Johnson)

New Business:

Organization of Cemetery Commission members / election of officers:

Donna made the motion that the officers stay the same as last year; Willis seconded; and it was so voted.

Discussion on the current open part-time Temporary Maintenance Worker position, and the possibility of creating a full-time Cemetery Department Maintenance Worker position:

One additional application was received for the Temporary Maintenance Worker position. There was further discussion of creating a full-time Cemetery Department Maintenance Worker position. All agreed this would probably be the best way to go.

After some discussion Donna entertained the motion to hold off on any decision on either of the two applications and after we are in the new fiscal year, instead to proceed with working with the Selectmen and Human Resource/Personnel Departments for a full-time Cemetery Department Maintenance Worker. Willis so moved; Donna seconded; it was so voted.

Discussion of purchasing equipment needed to re-erect leaning, fallen or toppled-over gravestones in the cemeteries:

Many stones, installed many years ago and in all of our cemeteries need to be re-installed and many of these are located in an area where we can't get a tractor or truck in to put the stone upright again. Thus, it was agreed that Jim will get pricing for our next meeting on an aluminum tripod with a one-ton manual chain fall/hoist. At this time, he estimates that the cost will be about \$4,000 and would be paid for from Perpetual Care.

Request to remove the two-way town radio out of the 2005 F-350 Dump truck, and have it installed into the 2017 F-350 pickup:

The 2005 F-350 will be decommissioned as soon as the new truck is received – probably not until the end of 2022 or possibly early 2023. The radio in the F-350 is in excellent condition and Jim recommends that it be transferred to the 2017 F-350 which has no Town radio. Willis made the motion to authorize and pay for the transfer of the radio; Donna seconded; it was so voted.

Open forum:

Stone wall across the back of Bay Path Cemetery

Jim reported that Mr. Bruce Johnson of Cape Ann Stone, Inc. had agreed to go over to Bay Path Cemetery to give us a ball-park quote on the repair work. Donna asked that that we consider including the Town Pound walls and the Receiving Tomb in the quote when we eventually go out to bid. Her suggestion was well received. Both the Town Pound and the Receiving Tomb are visible from Muggett Hill Road when driving towards Dresser Hill Road and into the village. The Town Pound has always been maintained by the Cemetery Commission even though it is the financial responsibility of the Town (i.e. Board of Selectmen). As the Pound's stone walls connect to the wall stone wall that we need repaired it would be good to include it in our stone work project and would be nice to have all three areas looking good. More action once we have the ball-park quote from Mr. Johnson.

Update on GeoModel scan of Union, Westridge and Northside Cemeteries:

Donna reported that she had written to Matt Turner, PG of GeoModel, Inc. to ask him if he was aware of any grants that others had used for his services for municipal cemetery scans. Unfortunately, he was not aware of any. We'll just have to keep looking.

Reminder of important dates:

Kristen was on the ballot at the Annual Town Election that was held Saturday, May 7th. She was re-elected and has been sworn in by the Town Clerk.

The Annual Town Meeting is tonight (Monday, May 16th with a 7:00 pm start time.

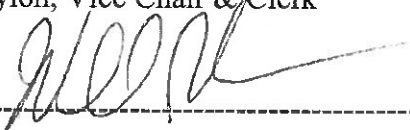
Next Meeting:

NO MEETING was scheduled for June because of vacations. We agreed that we could schedule one if something really important did come up. Willis said that he will not be available for a meeting during either of the last two weeks of July as he will be away on vacation.

As there was no further business before the Commission, at 1:45 pm Donna 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 STATEMENT OF SMALL CLAIM AND NOTICE, Docket Number 2264SC217 (3 pages)
2. Two photographs of the completed project by Cape Ann Stone, Inc. (owned and operated by Mr. Bruce Johnson)
- 3.