

9/20/2018

BELLINGHAM CEMETERY COMMITTEE

Meeting Minutes

April 17, 2018

Municipal Center – Arcand Meeting room

Members

Francis Cartier	Chairman
Alan Bogan	Vice-Chairman
James Haughey	Member at Large

Attendees

Donald F. DiMartino	DPW Director (Ex. Sec. to Cem Com)
Tina M. Griffin	DPW Clerk – Recording secretary

Mr. Cartier called the meeting to order at 3:20 pm on Tuesday, April 17, 2018.

Mr. Cartier asked for a moment of silence for Yarmouth Police Officer, Sean Gannon that was recently killed in the line of duty and his K-9 Partner, Nero that is recovering from injuries sustained during that same incident.

Election of Officers for 2018

Mr. Cartier turned the meeting over to Mr. DiMartino for Officer Recommendations.
Mr. DiMartino asked if there were any recommendations for Chairman of the Board.

Mr. Haughey made a motion to re-appoint Mr. Cartier as Chairman of the Board. His motion was seconded by Mr. Bogan and passed.

Mr. Cartier took back over this portion of the meeting and asked for a motion for Vice Chairman.
Mr. Bogan made a motion to appoint Mr. Haughey as Vice-Chairman of the Board. His motion was seconded by Mr. Cartier and passed.

Mr. Cartier then asked for a motion to appoint a Member at Large. Mr. Haughey made a motion to appoint Mr. Bogan as Member at Large of the Cemetery Committee. His motion was seconded by Mr. Cartier and passed.

Accept Minutes of December 21, 2017

The committee reviewed a draft of the minutes from December 21, 2017. Mr. Haughey made a motion to accept the minutes, as submitted. Mr. Bogan seconded and the motion carried.

Union Cemetery Annual Maintenance Status

Mr. DiMartino noted that payments for the maintenance of Union Cemetery have been received for both 2017 and 2018. Payment in the amount of \$2,800 (\$1,400 per year) was received on February 13, 2018.

Mr. DiMartino also stated that the Union Cemetery's Annual meeting is early in the year and bills should be sent by January 2nd every year, in order to insure timely payment. A calendar reminder to mail the invoice in January will be set up.

Gravesite & Niche Sales, Activities and Monuments

Mr. Cartier discussed the recent purchases of 1 Niche at Scott Cemetery and 2 Grave purchases at Oak Hill Cemetery. The Interment at Oak Hill Cemetery will take place this coming Friday, April 20, 2018.

Mr. Haughey mentioned an application that was sent in from the Roy family to purchase a Niche at Scott Cemetery Columbarium 3. The Roy family has sent in their application and payment for a Niche but has not received a deed. Mr. Cartier noted that he would be in contact with Barbara Sooklal in the morning and will update Mr. Haughey on the application status after confirming with Ms. Sooklal.

Mr. DiMartino noted that the DPW does not have enough work for the Ground Penetrating Radar contractor as of yet. Therefore, no investigate with GPR was scheduled for the Scott Cemetery possible columbarium expansion to the south.

Oak Hill Cemetery

Mr. DiMartino updated the Committee on the Mapping Database for the Oak Hill Cemetery. The database has been set up on Ms. Sooklal's and Mr. DiMartino's computer. They are however waiting for the revised graves for sale area layout to be added. This should be done this week.

Mr. Cartier told the Committee that advertisements should be placed on local Cable television to let people know about the Cemetery decoration removal. All Cemetery decorations will be removed no later than May 7th, in order to prepare the grounds for Memorial Day.

Mr. DiMartino told the Committee that he will contact the Bellingham Bulletin newspaper to get pricing for advertising in the newspaper as well as local Cable television and town news web posting.

Mr. Cartier discussed the removal of benches at the Oak Hill Cemetery due to a vagrant living on the benches. A notification has also been given to the Police Station about this situation so that the Police can monitor this area in their travels. This topic can be further discussed at the Cemetery when this portion of the meeting adjourns and continues at the Cemetery site.

Mr. Cartier asked if there were any updates on the Biggs family and if they were able to locate a copy of their Deeds. As of this time the family has not been able to locate their Deeds. Mr. Cartier asked if it would be possible to check with the family again and see if they have any other pertinent paperwork, such as a receipt or cancelled check to show proof of their purchase. Mr. Cartier suggested to "table" this discussion until the next meeting when Ms. Sooklal can be present to update the Committee on any details she may have about the Biggs family and their purchase.

Schedule Next Meeting

Mr. Haughey made a motion to schedule the next meeting for July 19, 2018 at 2:00 pm. Mr. Bogan seconded and the motion carried.

Mr. Haughey made a motion to adjourn this portion of the meeting at 3:53 pm and to continue the meeting at the Oak Hill Cemetery.

Adjourn to Site

The Committee will adjourn this portion of the meeting and will continue with the Agenda while on site at the Oak Hill Cemetery.

The Committee members and Mr. DiMartino reconvened the meeting at the Oak Hill Cemetery at 4:10 PM and met Mr. John Keirstead. The maps prepared after ground penetrating radar (GPR) were reviewed. GPR did not detect any burials in this area and the adjacent monuments also seem to indicate the area is vacant of remains. After a brief discussion it was decided that the four graves noted in the 1967 deed would be located in a two by two pattern with the center of the gravesite plot being approximately fourteen feet six inches south (towards Hartford Ave) of the existing veterans marker for Robert Hunt. Markers provided by Mr. Keirstead were installed. Mr. Haughey made a motion to define the Keirstead grave location as noted, Mr. Bogan seconded and the motion carried.

There was a brief discussion regarding the establishment and construction of a road near the back parcel. Several large pine trees would need to be removed. There was also discussion about abandoning the road concept and extending the new grave site area to the north adjacent to the North Cemetery area. Some trees would need to be cleared, stumps removed, and soil leveled to establish this additional grave site area. No vote or action was taken to move forward with road establishment or grave site area expansion.

The Committee reviewed possible locations for a rules and regulations bulletin board. After brief discussion Mr. Bogan made a motion, seconded by Mr. Haughey to place the bulletin board in front (north nearer Hartford Ave) of the granite post located roughly between the North and Oak Hill Cemetery area.

The Committee reviewed the area of the cedar tree as the location for a future columbarium. Mr. DiMartino will try to draft a sketch based on the GPR records collected in this area so that planning can move forward. The cedar tree looks to be in poor condition and will need to be removed. The possibility of adding a flood light to a utility pole that would provide some level of light for the columbarium was noted.

Mr. Bogan made a motion, seconded by Mr. Cartier to adjourn the meeting at 5:05 PM.

Respectfully Submitted,

Tina M. Griffin

Tina M. Griffin

&

Donald DiMartino

12/29/2018

Bellingham Cemetery Committee
Meeting Minutes
September 20, 2018
Municipal Center Arcand Meeting Room

Members:

Francis Cartier (FC)	Chairman
Alan Bogan (AB)	Vice-Chairman
James Haughey (JH)	Member at Large

Attendees:

Donald F. DiMartino (DD)	DPW Director (Ex. Sec. to Cem Com)
Barbara Sooklal (BS)	DPW Clerk – Recording Secretary
Nancy Cole (NC)	
Melanie Nickerson (MN)	

FC called the meeting to order at 2:00 pm on September 20, 2018

FC asks the committee to review the minutes of April 17. JH noted he found no problems or issues with the minutes at this time.

FC asks BS to update the committee on Oak Hill Cemetery on information that wasn't available at the April meeting. BS stated the Biggs family deed is on the agenda to be discussed.

JH motioned to accept the minutes of April 17 as written. AB seconds. The motion passed.

Website Update – Sample Photos for Review

FC asks for discussion on the website update. BS stated the Town has a new website. The Cemetery Committee agreed to have pictures taken of the Town's cemeteries. BS discussed having the pictures uploaded to the website to make it more welcoming. Also proposed is a photo book which will be available at the DPW office while discussing the burial in attempt to make the process warmer. Sample of pictures were presented to the committee. FC commented the printed pictures were dark; BS assured the committee that the digital files were a good quality. The flash drive has not been delivered at this time; BS asked the photographer to put his signature on the photos. BS had given the invoice to FC.

JH commended BS for the work on this project and personally thanks her for the initiative. JH asked if the pictures would be available to the public to print off the website. BS replied that would be possible for anyone. FC asked if the Rules and Regulations can be included in the back of the book. BS replied in the affirmative. JH suggests a plot plan be included. BS welcomes suggestions and commented that this is a beginning step and can grow. FC suggests plan of the columbariums to show which niches are available to include niche numbers and/or family names. FC asks if this book was to give to the applicant; BS replied it was not; it will be used in the office only. FC mentioned that will help people understand. FC commented that BS did a wonderful job. FC asked for a motion to go forward with the project.

JH motions that BS continue with the website update and photo book with whatever she feels is best and the committee will take care of the costs. AB seconds the motion.

AB asked about the last pictures. BS stated the last pictures were included to show the committee that the photographer has an eye (has talent) and explains that the gravesite is someone with whom the

photographer went to school. AB referred to the decorations and stonework commenting that they must be removed. The committee briefly discussed the removal of decorations. AB commented that he would like those pictures excluded to which BS replied that no pictures of a specific grave will be included. DD commented that the focus shouldn't be on any one grave. The committee agreed. FC mentioned that a difficult and heavy conversation came back at us through Facebook about the grave in this discussion (and the changes the committee was requiring). FC had the opportunity to view the conversation. FC stated that we must understand that when a family is under duress that our regulations and actions to implement them may not be well received. He went on to say that we can't allow to do for one because we would need to do for all.

JH suggests that the pictures, with the name blocked out, could be used to show people what not to do. BS stated that this is just a sample of the pictures and will not be published without board approval. The committee discussed having the pictures uploaded before the December meeting so it could be approved at the meeting. JH suggests that the link to the pictures be sent so the board can review before the meeting. DD commented that only suggestions can be made outside of a meeting, and that approval cannot be given until the next meeting.

FC called for the vote. The motioned passed.

FC introduced Nancy Cole and Melanie Nickerson and opens the floor to their discussion. The family has three plots at Scott Cemetery. NC explained that her brother is buried in one of the graves. She stated that the area floods and water puddles on the graves. She also stated that the (Town issued) grave marker is cockeyed. FC mentioned the stone doesn't include the base. MN that the family decided to only purchase the die and the base will be purchased when her mother passes. NC questioned if a base was present; FC stated it looks like a foundation may have been placed to hold the stone. FC suggested that the grounds could be leveled until the base is installed. FC asks if the family would like the marker to be moved. MN replied they would like it moved to the side and refers to the pictures she brought that the committee was viewing. FC explained the use of the foot markers. MN questioned that the markers are in the road. FC explained that the markers were at the edge of the road. FC explained that upright markers were not allowed 10 years ago and that markers started being used to designate where bodies are buried. MN questions the position of the Sawyer monument. DD stated that the Sawyer needs to be moved however the committee hasn't started the process yet. DD explained that the marker was installed before the monument and can be easily be moved. MN discussed her clean up efforts to maintain her father's grave stating the area is all stone and nothing can grow. FC suggests that the board members meet at the cemetery to view the area. MN showed the committee the pictures she took on her phone. The board discussed the photos explaining that the entire area is full of stone. MN commented that the lawnmower leaves tire tracks over the grave because there is no grass. FC asked if the photos can be forwarded to BS so the committee has them on file. FC will discuss the situation with Parks who do the maintenance. MN discussed the washed out debris after rainfall that collects in the area of her graves. FC invited MN and NC to the December meeting to discuss the progress. The committee also discussed the excess amount of rain this season. FC stated that this cemetery does not have full time staff to maintain the cemetery. It was discussed that families maintain their own graves. MN asked if the mowing of these three graves can be left to her. FC asked for input from DD. DD stated that a discussion will be had with the Parks Department, and stakes can be placed while the grass is coming up, however after the grass is established the Parks will mow the area.

Discuss overtime charges & time limits (cut off time for weekends)

The committee discussed how local cemeteries set time limits for weekend interments and fees. FC suggested setting Saturday time frame to noon and set the cutoff time to 2:00 pm. FC warned that if a time frame is not stipulated, families could request any time of the day. DD states the current regulations do not state a time limitation. JH asked if a public meeting is required to make these changes. DD replied that a public hearing at the next meeting is required however will consult with Town council; the Committee should be able to vote on the changes at the next meeting.

DD suggested is to simply set a time limit by stating no interments after 2:00 pm on any day. FC explained that Sundays traditionally were a day for non-sectarian, non-Catholic funerals. With a stated time frame, these families and others coming in from out of state will be better informed. DD discussed that labor costs are covered regardless of when an interment is held so the suggesting additional charges is not necessary. The committee continues to discuss setting a time limit. DD explained that there are no time limits set for any day; the regulations only state at what time the overtime rate starts. DD read the regulations Article 4 which stated that all interments must arrive by 2:00 pm and all services must be completed by 2:30 pm (to avoid an overtime charge). DD suggested removing the line about the overtime charge which will change the statement to mean no activity after 2:30 pm and should be carried through to include every day of the week. DD will draft the changes to the regulations and a hearing will be held at the next meeting.

JH commented on the Rules and Regulations stating that monuments should have a base. BS will check records to see if the family contacted the DPW before placing the monument. FC discussed the removal of monuments placed without authorization. DD countered that the liability is too great, and the equipment is not available. It was suggested that the family relocate the stone at their own cost. JH asked the committee to ask BS to contact the family to ask which company installed the monument then send a letter stating the need to work through the DPW.

FC discussed having BS visit the cemeteries at some time to because she is the one meeting with the families.

Gravesite & Niche Sales, Activities, and Monuments

FC read the sales of gravesites and niches and cemetery activity. JH inquires about the Roy family niche purchase. BS will look into this and report.

• Niche Purchases	1 – Desper, 1-Beals, 2-Boule, 1-Comtois, 1-Ferrier
• Niche Interment	1- Campbell:2 urns (Boule), 1-Ferrier
• Grave Purchase	1-Robinson (OH), 1-Gabrielle (OH)

Oak Hill Cemetery

DD discussed the Database Mapping Status stating the initial database has been completed but revisions were needed. Due to a complication with the phones, an update was not obtained. BS will contact Legacy Mark.

The committee discussed the Biggs deed which the family could not located. The committee was looking for the deed to help determine the actual location and size of the Keirstead family. FC suggested that the Keirstead deed be revised to include the updated size and location.

FC asked if the committee has other information to discuss. JH revisited the idea to put a road behind the columbariums. DD added that the road discussion is a follow up to the ground penetrating radar which is on hold due to cost. FC discussed there may be an alternative to the placement of the road.

FC calls to discuss the time of the next meeting, suggested December 27 at 2:00 pm.

JH motioned to hold the meeting on December 27 at 2:00 pm. AB seconded. The motion passed.

AB discussed moving the bulletin board at Center Cemetery from the present location near the crypt to the back of the cemetery where there is more activity. AB stated that the decorations in that area are getting out of control and he believes posting the regulations in that area will allow more people to see them. FC agrees. JH recommends that the new area be marked out and the bulletin board moved.

FC discussed the decorations at the Bradbury decorations and how to approach the issue. AB stated the family has been notified. JH asked if there are fines stated in the regulations. DD questioned if it was worth adding fines to the regulations because to enforce a fine a police office would have to witness the act. JH suggested continuing the discussion at the next meeting. FC suggested giving one week to remove decorations or the committee will have the items removed. DD will consult with Town Council if it is necessary to present at the Town meeting to include Cemetery Committee regulations part of the Town Ordinances. This would place any fines under the Town By-laws instead of the Cemetery regulations.

FC asked for further discussion. AB questioned what the committee what to do with the old columbarium #1 panels left over from the revisions. DD stated that the cost to refinish the panels is more than purchasing new. FC suggested asking Ackerman's if they have any use for them.

FC asked for a motion to adjourn to Scott Cemetery to continue the meeting.

AB motioned. JH seconded. The motion passed.

The committee reconvened the meeting at Scott Cemetery

They reviewed the Nickerson gravesite.

The monument is a slant type that does not have a granite base which is typical. The photographs made it appear to be an upright monument. It appears that the monument has a concrete base. The monument had no marking that would allow the Committee to identify the supplier/installer.

The location of the monument appears to be incorrect. Records need to be reviewed regarding the graves owned by the family and proposed interments which may lead to a need to relocate the monument.

The maintenance of the grave appeared no different than all other graves. Track marks mentioned were not visible near this grave or Sawyers.

The grave had decorations that are not in compliance with the regulations. A picture on porcelain was placed near the grave marker that would impede mowing. There was some mulch in place. There are permanent plantings.

A low area was noted in the road near the grave where puddle residual was obvious. The DPW will check elevations and see if some regarding of the road could minimize the puddle.

The committee discussed grave decorations in general as other graves have decorations that are not in compliance with the regulations. Items included to name a few: solar lights, plantings, landscape stones, permanent plantings, poorly maintained (flowers real and artificial). AB noted that the decorations at Center Cemetery were again getting out of control. FC indicated that some cemeteries allow families to place borders and maintain their own plots, noting St. Jean the Baptist on Wrentham Road allows this procedure. It was decided to discuss this further and consider an amendment to the regulations.

The potential route of the road behind the columbarium was discussed. FC suggested we build the road connection point on the south end further east going between old grave stones rather than a quick loop to the existing road. Available funds will be reviewed at the December meeting to see if we can afford ground penetrating radar as the DPW has no other areas in need of this special and costly procedure.

JH made a motion to adjourn second by AB, vote unanimous. The meeting was adjourned at 4:30 PM.

4/24/2019

Bellingham Cemetery Committee
Meeting Minutes
December 27, 2018
Municipal Center Arcand Meeting Room

Members:

Francis Cartier (FC)	Chairman
Alan Bogan (AB)	Vice-Chairman
James Haughey (JH)	Member at Large

Attendee:

Donald F. DiMartino (DD)	DPW Director (Ex. Sec. to Cem Com)
Barbara Sooklal (BS)	DPW Clerk – Recording Secretary

FC called the meeting to order at 2:00 pm on December 27, 2018

Accept Minutes of September 20, 2018

FC asked the members if they had any questions or comments about the minutes of September 20, 2018. With no questions, FC asked for a motion to accept the minutes.

JH motioned to accept the minutes as written.

AB seconded the motion. The motion passed, 3-0.

Cemetery Committee Web Page Updated

DD commented that the website update is not completed.

Review of Accounts and Funds

DD announced the balances in the following accounts:

- Sale of Cemetery Lots and Niches - \$14,650
- Cemetery Maintenance Gift Fund - \$9,821
- Grave Opening - \$11,400 (approx.)
- Appointed Salaries - \$2,700
- Expenses - \$3,693
- Perpetual Care - \$24,773

DD commented the Cemetery Maintenance Gift Fund mostly comes from the Union Cemetery committee and the annual invoice is due to go out in January. The funds are available at any time for the committee's use and do not require special action. This will be confirmed with the Town's new CFO. The funds from Sales of Cemetery Lots and Niches require a Town meeting vote to transfer funds. Funds from Grave Opening account is a revolving account used to purchase markers, staff to dig graves and overtime pay. DD explained that the Perpetual Care account is generally untouchable and that interest from the account is moved annually to the General Fund, along with the three (3) Trust account.

JH asked if the committee had any questions or concerns. DD added that the discussion to use ground penetrating radar at Scott Cemetery to determine where a road could go, stating the availability of \$9800. DD continued to state he does not recommend the use of funds at this time, the cost of \$4000 for 2 hours. DD suggested the committee wait until there is more work to combine with this project. He stated that the travel expense (from New Jersey) is a major cost. Local companies are being researched.

FC recalled from a previous meeting that DPW projects would be combined to this project; DD commented there are no projects at this time. FC commented that the road project cannot be considered until the radar is done. The area is to the left of Phase One (Columbarium) which borders an old part of the cemetery. There is a need to assure no remains are disturbed. After the road project is complete, the committee will discuss Phase 4 at Scott Cemetery, or Phase 1 at another location.

AB questioned if any of the funds can be used to remove trees and mentioned an older tree with a hole in it in cemetery up north (Oak Hill) that should come down. FC commented that area is proposed site for Phase 1 Columbarium). FC suggested removal of trees before the foliage starts to come in the Spring. DD commented that a contractor will be working to remove trees on Maple St and Hartford Ave. He will speak with the Town's Tree Warden to see if this work can be added to his schedule. FC questioned if the equipment could get into the cemetery. DD commented that if the ground freezes and there is no snow cover, there should be no problem. FC asked what fund account would be utilized. DD commented that the expense would probably be absorbed into the Tree Warden's project as it is one tree compared to the 50 trees they will be removing daily. DD also commented that the contractor will be in that area. FC asked for an update as we go forward. DD speculated that if there are other trees to be removed, we could propose to pay the contractor for two hours. FC added that the committee will do what is needed financially to cover their portion of the project.

FC asked for further questions and comments. With none offered, FC moved on to the next meeting topic.

Discuss Revisions to Regulations and Procedures

Allowing gravesite owners to place borders and maintain gravesites FC asked DD to open this discussion. DD reminded the committee of previous discussion that other cemeteries allow borders. It is now a question if this committee will allow it and so draft some wording to consider for our regulations. Consideration has to be given so that the Parks department is not weed whacking the entire cemetery. FC added that the grave owner must maintain the border in their lot and not allow it to go into other lots. DD will draft regulations for review by the committee so to decide to approve and set a hearing or decide not to allow borders.

AB opposed allowing borders; showing pictures of sites as examples. AB added that people add decorations then do not go back to maintain so the Parks department has to trim around it. AB also mentioned that Scott Cemetery had been cleaned up but noticed the decorations on the columbariums. FC added that regulations state decorations cannot be taped to the wall and plants can only go on the ground in front of the niche; however will be removed after a few days. JH agreed with AB, commenting that he understands the feelings of the families but finds a problem with the lack of maintenance by the owners.

JH commented about the difficulty and time spent on maintenance around some of the decorations. Suggested notices are sent about the current regulations on decorations, commenting that he is not insensitive to the families, but that rules are in place. JH added that some decorations are acceptable, mentioned a Christmas wreath, adding that some areas are looking like a "carnival".

AB mentioned that planters for the top of headstones are available as an acceptable decoration. He mentioned that the problem with plants is that they need constant watering and people do not go back. FC mentioned that his family lot is bordered out but his family maintains the lot. He commented that

the problem is those people who do not maintain their lots and that a happy medium is needed to not offend everyone or isolate certain people. JH suggested sending a reminder to just those families who are causing the problems to clean up after the holidays. FC commented that the regulations do state removing holiday decorations. JH added that a letter sent asking the people to maintain their lot to better standards. FC asked if the board, before changing or adding to the regulations, could entertain sending letter to families explaining the situation and regulations for the beginning of 2019 to June.

AB commented on the use of plastic stuff for decorations. JH added that the letter should be director only to violators of the policy to make them aware that they need to maintain their lots. DD commented that sending letters is time consuming and addresses may not be on file. DD suggested markers be placed on the grave stating the decorations need to be moved. He suggested the Parks Department mows the cemetery so can place the notices when they find decorations in the way. Any person visiting the grave will see it and those who do not visit will have their decorations removed. JH agreed to this compromise.

JH suggested using cable news to notify the public; AB suggested using the Bellingham Bulletin. DD commented that on an annual basis those are good sources however there is no way to know who it reaches. DD also mentioned using the website. DD commented that tagging the grave assures that who ever visits the grave will see the notification.

AB mentioned that the Parks department doesn't bag grass clippings while mowing and the clippings then land on graves that have mulch or stone and looks terrible, commenting that the Parks Department cannot change the way they mow.

JH inquired about the warning notification. DD replied that temporary markers were purchased and can be used with a laminated notice. JH approved of the idea stating it was an excellent idea. FC asked about the response to the last time this method was used. BS stated there was no response except for a few people looking for their decorations, adding that it was very few. DD added that it should be determined if the committee wanted to do this type of notification and the best time of the year to do it or if the Parks Department should police the issue since they have to mow around the decorations.

The committee discussed the time frame as to when decorations should be removed. FC commented that the public should know that the cemetery closes on December 1 and reopens on April 1 and suggests March 1 or March 15. DD commented it is hard to determine a date due to snow and suggests a week after the cemeteries open, April 7. AB stated that the time is already in our regulations.

FC read the regulations pertaining to removal of decorations.

DD commented that we can clean up without any notification and a marker can be placed at site where decorations are removed. AB suggested placing an article in the Bellingham Bulletin again. FC asked for a motion to instruct Don to have this done.

The committee discussed the wording of the motion that placards be placed on violators graves stating decorations must be removed within certain period of time. DD suggest that the decorations are removed and a marker is placed stating the decorations are at the DPW. FC added that a yearly ad is placed in the Bellingham Bulletin should be added to the motion.

JH motioned that a warning marker be placed on graves of the people who are in violation of regulations of the cemeteries concerning decorations to be removed by April 15 and that a yearly ad be placed in the Bellingham Bulletin as a kindly reminder that it is the responsibility of the owner of the grave to remove decorations.

AB seconded. The motion passed, 3-0.

Cemetery Management – Appointed Officials

DD commented about the discussion to add part time staff adding that he doesn't believe there is funding.

Decoration Control, Grave and Monument Location Marking, On-Site Grave Site sales, Coordinate & Inspect Parks Mowing/Maintenance

DD suggested that the committee coordinate with Roland Arcand (RA), Parks Department, for cemetery maintenance. DD added that if the committee members would like to take care of the tasks that need to be done; he will provide office support to the committee to the extent that he can. DD will invite RA to the April meeting. FC tabled the discussion until the April meeting.

Scott Cemetery (9/20 items)

Nickerson / Cole Graves - Scott Cemetery

FC asked to confirm how many graves the Nickerson/Cole family owned. DD commented that the family has three (3) graves in the old section that is not blocked perfectly, however the area set for urn interments so the sizing doesn't matter. This was confirmed on the cemetery visit on September 20.

Monument (placed without application to DPW).

Clarify proposed location of interments at three grave sites (Sketch)

FC asked if BS confirmed who placed the Nickerson monument. BS replied it was Caron Monument and did not contact the DPW prior to placing it. BS informed that she will reach out to the company to inform them of policy and procedure. DD commented that some of the problem is that the location is not ideal related to the family plot. FC added that at the last meeting the family had asked the committee why the stone was turned. DD read and excerpt from the last meetings minutes to review the discussion.

Auclair family- sell back graves in Old Section or transfer ownership to family member

BS stated that the owner of the graves wants to sell the graves back to the Town. FC asked that the letter be presented to the committee before the meeting so that a discussion can be held. FC requested a motion to table this item until the April meeting.

AB motioned to table the Auclair family purchase of grave buyback until the next meeting.

JH seconded the motion. The motion passed, 3-0.

Gravesite & Niche Sales, Activities, and Monuments

JH read the following:

- | | |
|-------------------|--------------------------------------|
| • Niche Purchases | 1 – Roy (Deed dated 6/29/18 Haughey) |
|-------------------|--------------------------------------|

• Niche Interment	1-Golding
• Grave Purchase	
• Burials (Urn)	Taylor (SC)
• Burials (Casket)	
• Monuments	

BS added that in late December the St Gelais family purchased a grave at Scott Cemetery.

Oak Hill Cemetery

Biggs family & Keirstead Family

FC asked if there were any updates to this item. BS commented that the Biggs family could not find any deeds. The Keirstead family decided not to relocate the infant's remains.

Issued Revised Deeds

The committee discussed issuing a revised deed to the Keirstead family. BS commented that the Keirstead family's lot has been reconfigured. The original deed is on file. A map will accompany the revised deed.

Schedule Next Meeting April 2019

The committee discusses the potential dates for the next meeting. FC calls for a motion.

JH motioned to hold the next meeting on April 25, 2019 at 2:00 pm at the Arcand meeting Room. AB seconded. The motion passed, 3-0.

FC thanks the committee, BS & DD for the teamwork over the year and thanks the Parks Department, Roland Arcand for their work. FC asked for a motion to adjourn.

AB motioned to adjourn the meeting.

JH seconded the motion. The motion passed, 3-0.

FC adjourned the meeting at 2:45 pm