

Accepted by Vote of Committee 1.24.2022

Bellingham Cemetery Committee
Meeting Minutes
April 19, 2022
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
Jesse Riedle	Attendee

FC Opened the meeting at 1:00 pm

FC asked for a moment of silence for the Ukraine families and the plight they are fighting.

Election of Officers

DD called for nominations for office of the Cemetery Committee. AB nominated FC for Chairman. JH seconded. FC accepted the nomination. Vote passed 2-0.

JH nominated AB for Vice Chairman. FC seconded. AB accepted the nomination. Vote passed 2-0.

FC nominated JH as Member at Large. AB seconded the motion. JH accepted the nomination. Vote passed 2-0.

FC asked for comments on the minutes. JH motioned to accept the Minutes of December 21, 2021, Meeting. FC seconded the motion. Motion passed 3-0.

Grave Markers Discussion

The committee discussed replacing the permanent (granite) markers with temporary markers. FC commented on the increase in pricing and the duplication of permanent markers, those by the committee and by the families. FC suggested the committee wait 6 months or within the year of opening to see if the families will place a veteran's marker or headstone before placing a permanent marker. AB commented that he is in favor of the markers and agrees to a time from, suggesting 3 months. AB added that many graves only have the committee supplied markers. FC countered saying 3 months does not give a family enough time.

DD commented that the charges for the marker should be paid up front; after waiting 6 months the families would need to be called to confirm whether a monument/marker will be ordered, and potentially a refund would be needed. Following this process would be complicated.

FC suggested that the cost of a marker be added to the opening charges. DD agreed to an increase in the interment fees adding that use of markers was needed due to the number of unmarked graves the committee was faced with when they took over control of the cemeteries. JH agreed to the importance of permanent markers and the increase of cost; suggested that the families are advised that they do not need

to get markers.

FC reminded the board members that 15 years ago upright monuments were not allowed in the cemetery. To present, upright markers of a certain size are now allowed. The committee discussed the financial report, noting that the committee has been absorbing costs even as they have increased. The sale of columbarium niches has increased revenue; however, the committee is breaking even with expense to revenue. AB suggested adding the cost of the markers to the purchase of the grave and continue to supply the markers. This would simplify the process and eliminate the need to continually check to see if families installed.

JH countered that on the sale agreement be changed to reflect if the family is purchasing a monument and from which company. FC stated that it would complicate the clerical process. He countered with adding the fees to the purchase of the grave not stating that it includes the marker.

The committee agreed to add the increase to the interment fees which will be announced at the next public hearing. AB motioned to increase the fees on earth burials by \$200. AB seconded. Motioned passed, 3-0.

Scott Cemetery

FC commented that he traveled the new road behind the columbarium; thanked the DPW workers completed the road. FC suggested installing a one-way sign on the right side to avoid two-way traffic because it is not wide enough. The committee discussed the use of signs for traffic flow. JH commented that the use of street signs would take away from the (aesthetic) look of this old-time cemetery. DD suggested a pillar (granite) marker with arrows instead of signs. BS suggested the use of temporary signs for use during a funeral. The committee discussed that those temporary signs could be kept at the DPW and included in the work performed by the DPW crew so to be available for all funeral directors. FC commented that the terminology describing the faces of the columbarium front and back will not be used any longer. JH motioned that the discussion on signage was tabled until the next meeting in June. AB seconded the motion. The motion passed 3-0.

Columbarium 4 Construction Plans

DD commented that cost in 2015 was \$26,500 for columbarium and more for the concrete slab. Currently there is \$34,400 in the Sale of Lots account. The funds can be transferred in the November Town meeting. Additional funds could be found in the Cemetery Maintenance fund and possible the General fund. JH motioned to start the process for the funding the Columbarium #4 in Scott Cemetery. AB seconded the motion. The motion passed 3-0.

FC commented that he wanted to change out the hardware on the columbariums and may need to ask for help from the DPW staff.

Cemetery Maintenance

Planting Area Informational & Unacceptable Decorations Sign Installation

JR confirmed that the signs have been received. The committee discussed where to place the signs. The committee will mark the location of the signs and the DPW will install.

The committee discussed the removal of decorations being left on and near the columbariums. AB

commented on the excessive number of decorations. The regulations state that decorations are not allowed and will be removed.

Fence Repair at North & Oak Hill Cemetery – Status

The committee discussed the that the fence to be repaired is not in an area that would cause injury to anyone. The repairs, which are not a priority, will be added into future DPW projects.

Regulation revision regarding pet interment

A draft revision was submitted by DD. AB motioned that the pet interment rules into our updated new rules. JH seconded the motion. The motion passed 3-0.

The committee discussed the prospect of opening a pet cemetery in Bellingham. DD commented that there is land behind the crypt on Depot Street cemetery which would be sufficient once cleared.

Civil War Veteran Cook – Gravestone Rehab Update (Jay Rowe?)

There is no update.

Gravesite & Niche Sales, Activities, and Monuments Report

FC read the sales as noted below:

• Niche Purchases	3 – Hines, Paulhus, Allard
• Niche Interment	1 - Allard
• Grave Purchase	
• Burials (Urn)	
• Burials (Casket)	
• Monuments	

Schedule Next Meeting / Adjourn

JH motioned to hold the next meeting on Tuesday, June 28 at 1:00pm. AB seconded the motion. The motion passed 3-0.

FC adjourned the meeting at 2:00pm.

Bellingham Cemetery Committee
Meeting Minutes
July 26, 2022
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
Jesse Riedle	Attendee

Public Hearing to Amend Regulations

FC opened the Public Hearing at 1:00 pm.

AB motioned to waive the reading of the public hearing notice. JH seconded. Motion passed 3-0.

The committee discussed having the new regulations posted on the Town website and cemetery bulletin boards highlighting the new regulations in red for a period of six (6) months. No public comments were received prior to the meeting. DD read the modifications to the regulations regarding the amended interment fees and pet interment rules & regulations. The committee discussed the niche engraving of pet names.

The committee decided that all engraving must be submitted to the committee for approval verbally or by email prior to engraving.

The committee discussed the estimated cost to construct a columbarium to determine an increase to the price of interment/burial. The committee discussed the timing and an amount to raise the purchase cost now to accommodate the higher cost of constructing another columbarium.

AB motioned for an increase \$200 for the price of niche purchase effective August 4, 2022. JH seconded. The motion passed 3-0.

AB motioned to accept the changes to regulations as presented. JH seconded. Motion passed 3-0.

AB motioned to close the public meeting. AB seconded. Motion passed 3-0.

Accept Minutes of April 19, 2022, Meeting

JH motioned to accept the minutes of April 19, 2022 as presented. AB seconded. Motion passes 3-0.

Scott Cemetery

Road Traffic Flow Signage Discussion

The Committee discussed the use of two simple signs with an arrow to show the flow of traffic to be used during funerals.

FC motioned to purchase two (2) “arrow” signs to be installed in Scott Cemetery, placed in the back road behind the columbariums to control the direction of traffic. AB seconded. The motion passed 3-0.

Cemetery Commission Agenda

AB asked if the section of graves closest to the columbariums will be set up for sale as families viewing the cemetery inquire about that section. FC commented that section is closed now and will be open for sale as four grave sets. The reason is that the presentation of the columbariums will be (negatively) affected when that section is built up and may (interfere) with the construction of future columbariums. FC added there are many sections in the cemetery that can be available for sale. JH recommended the use of flat monuments only for the section discussed to avoid blocking the view of the existing columbariums.

Scott Cemetery Columbarium 4

During the public hearing, the Committee discussed the estimated costs as presented below:

Estimated Cost to Construct \$60,000.00 (Significant increase since Columbarium 3 was built)

- \$750/niche x 64 = \$48,000
- Concrete Foundation & Apron ~\$6,000 (Town staff)
- Benches (Were \$4,000 each for Col 3)

Fence Repair at North & Oak Hill Cemetery – Status

The Request for Quote (RFQ) for small guardrail repair and fence repair was sent to contractors on Mass CommBuys which covered the procurement requirements. DD commented that there are two (2) interested parties. The deadline for the Request for Quotes due Friday, July 29. DD added that the repairs may be done by the next meeting. AB asked if there are any other fences needing repair. DD replied that the fence in the back of North Cemetery is not complete. Suggested a new bid for fence installation should be done separate from this repair RFQ.

FC asked that the Committee discuss at the next meeting the removal of trees at Scott Cemetery. DD commented that this should be a separate project and monies being held for the next columbarium could be used for this improvement. A public hearing is needed to cut public shade trees on Town property. FC asked about the small pines growing inside the cemetery. DD replied it is not clear DD what the regulations consider a shade tree and suggested a discussion with the Tree Warden be held regarding the removal of trees and the special considerations. FC will call on the Tree Warden, ask him to walk the grounds with him and join the next meeting. AB asked the cost of the last project. FC answered that it was approximately \$4500.

Civil War Veteran Cook – Gravestone Rehab Update (Jay Rowe?)

BS spoke with Jay Rowe who will call the Committee when he returns from Africa. As much of the black substance was removed. He needs assistance moving the monument to the cemetery. The committee discussed whether he would need help putting it together and will wait until Jay Rowe

Gravesite & Niche Sales, Activities, and Monuments Report

BS read the sales and activity as presented below:

• Niche Purchases	3 - Dumont, Ollenberger-Manor, Lepine
• Niche Interment	1 - Manor
• Grave Purchase	2 - Farrell, DePaula
• Burials (Urn)	2 - Volk (OH), Briggs (OH)
• Burials (Casket)	3 - Farrell (S), DePaula (S), Grant (s)
• Monuments	

Cemetery Commission Agenda

Schedule Next Meeting / Adjourn

AB motioned that the meeting be held on September 27 at 1:00 pm in the Arcand Meeting Room. JH seconded. The motion passed 3-0.

AB motioned to adjourn the meeting. JH seconded. The motion passed 3-0.

FC adjourned the meeting at 2:13 pm