

Cemetery Department  
Minutes of Regularly Scheduled Meeting –  
January 24, 2023



**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 December 27, 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:**

Troy Kasper and Grace Muturi-Kasper purchased Section G, Row 1, Lot 3 at Westridge Cemetery. Total cost \$3,400. Perpetual Care: \$2,200.

**Monthly Burial Count:**

January: 2 full burials to date and one more is scheduled for later this week.

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

**Warrant Date 12/28/2022:**

Amazon Business (parts, supplies)	\$216.08
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**Warrant Date 01/24/2023:**

James Burlingame (2023 MCA dues – Silver member)	\$150.00
James Burlingame (Tillotson Carburetor for Wacker B550-2 Vibratory Tamper)	\$59.35

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.

Our Expense account balances: \$10,364.07

*Old Business:*

**Further Discussion on stone wall repair/restoration in Bay Path Cemetery:**

Donna reported that she had not made any progress in grant preparation for this project but hoped to have some progress for the next meeting.

**Continued discussion on proposed cemetery maintenance garage:**

Per the last meeting Donna contacted Town Administrator Andrew Golas and set up a meeting between him and Jim to find out what the procedure is in regard to the Feasibility Study voted by the Town at the fall 2022 Special Town Meeting and to expedite the process as much as possible. Jim attended the meeting but there didn't seem to be anything to report.

Before our next meeting Donna will contact Bay Path school to find out if they have a project coordinator and where on the school's schedule building a cemetery maintenance garage could be if they chose to work with us.

**Update on new F-350 dump truck from MHQ Equipment**

Jim reported that our new truck was ready to pick up two weeks ago but there were some problems with the billing that represented about a \$2,000 additional charge to us. It took him about two weeks to clear up the invoicing problems but he plans to pick up the vehicle later this week. It will not have the body painted green (it came through black but the cab is green as requested) and the cab steps didn't come through installed so we will do without them.

*New Business:*

**Discussion of goals and objectives for 2023:**

Following some discussion, the following goals were agreed upon for the calendar year of 2023:

1. Acquire full-time employee status for Russell Eastman
2. Make considerable progress towards a new building
3. Keep the Cemetery separate from a possible combined Department of Public Works. This shouldn't be difficult because the Cemetery Commission is an ELECTED position and any change would require approval on the State level, at a minimum.
4. File for a grant for the stone wall repair at Bay Path Cemetery
5. Have Mr. Eastman acquire his Hydraulics License

**Review of 2022 Annual report draft before submission:**

Jim had a draft report prepared and Donna read it aloud to the Commissioners. Kristen suggested noting a special thank you to Willy Stevens of Stevens Construction of Number 6 Schoolhouse Road, Charlton, MA (aka Little Willy) for his many years of service digging our graves. He has always been available and his prices have saved us and the Town much money over the years. With that addition, the report was approved. Donna so moved; Willis seconded and it was so voted.

*Open forum:*

**Superintendent's proposed vacation schedule:**

Jim said that he has tentative plans for a week's vacation the week of the 4<sup>th</sup> of July (probably July 1 – 7<sup>th</sup>) and again the first week of October (probably Sept 30 – Oct 9). At this time, he plans to take the remaining 4 weeks' vacation a day at a time here and there as his schedule permits.

**Budget meetings schedule:**

Please find attached, the FY2024 Budget review schedule. Jim said that we haven't learned when the Finance Committee wants to see our department. **ATTACHMENT #1**

**Mandatory OSHA Class:**

Jim notified us that he and Mr. Eastman will be attending a mandatory class, conducted on March 8 and 9<sup>th</sup> at the Highway Garage here in Charlton. The class will be conducted by representatives of OSHA and is a total of 10 hours.


**Next Meeting:**

Our next meeting was tentatively scheduled for February 28<sup>th</sup>. Time and location are expected to remain 1:00 at the Westridge garage.

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



**Attachments:**

1. Budget Calendar for FY2024