

Cemetery Department
Minutes of Regularly Scheduled Meeting – February 22, 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 January 24, 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 no deeds to sign.

Monthly Burial Count:

Jim reported there were only two burials to-date during February, with one each full burial and cremation. No more are scheduled for the balance of this month.

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

Warrant Date 2/03/2022:

Petty Cash (120 postage stamps)	\$69.00
James Burlingame (batteries, wooden handle, key)	\$29.83
Eastern Fire Equipment Services (saw parts)	\$82.94

Warrant Date 2/17/2022:

Charlton Oil & Propane (propane tank fill)	\$89.27
Lavallee Training & Consulting (Online 2A continuing education course)	\$31.96
Ready Refresh (bottled water)	\$26.35
James Burlingame (D.O.T. Physical)	\$80.00
Stevens Construction (one grave opening)	\$250.00 (Revolving Account)

Warrant Date 2/24/2022:

Amazon Business (miscellaneous supplies)	\$74.78
Amazon Business (Credit Memo) (returns of defective items, less restocking fee)	(\$24.50)
Standard Source (hydraulic power steering hose for JD3038)	\$51.71

Jim noted that we have a current balance of \$4,937.70 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:

Jim reported that he had received only one quote for the re-paving project at Westridge Cemetery that would repair the damage done by family members of the person being buried on October 5, 2021. The quote was for \$3,600 and was from D. Mason Paving Company. Surprisingly, this does include the prevailing wages. This price is about the same as what the Town's Highway Department had quoted. Their estimate, acquired back in October, was \$4,000 because they didn't know what the price for asphalt would be by the time that the project could be done.

The quote has been turned over to the Town Administrator's office to be added to the records needed for Court. We suspect that a court appearance would be next.

ATTACHMENT #1, copy of quote from D. Mason Paving.

Continued Discussion of Goals and Objectives for the upcoming year:

The following were the goals and objectives agreed upon at our previous meeting. It was agreed that the garage to be located at Westridge Cemetery and the repair of the stone walls at Bay Path were certainly high on our list of needs. The Cemetery mapping would be a big help to Jim when locating graves, especially at Union Cemetery. Our grave location records are excellent for the past 22 years but records prior to that are "sketchy" in many places.

Stone walls at Bay Path Cemetery

New Garage at Westridge

Columbarium

Road Paving at Westridge Cemetery

Cemetery Mapping (GPS & GPR)

New Business:

Review quotes provided by Matt Turner from Geo-Model, Inc. for grave locating services at Westridge, Northside and Union Cemeteries:

Donna reported getting the following estimates/quotes for mapping of the three active cemeteries (Westridge, Northside, and Union) as submitted by a company called GeoModel:

Westridge Cemetery - \$19,400 for 7.8 acres

Northside Cemetery - \$15,000 for 6.0 acres

Union Cemetery - \$5,000 for 2 acres

During discussion, Jim said that he believes that the acreage estimate for Northside Cemetery may be a bit high and may include the Egyptian Coptic Church cemetery which abuts Northside. If this is true then the cost for Northside could be less than originally estimated by GeoModel.

Donna asked the Commission's approval for her to visit the Town Hall and hopefully, have a meeting with the Town Administrator and the grant writer. She intends to bring the above needs to their attention and ask for the Town to search for and apply for grants for these projects or at least give her assistance in the application process. Willis made the motion to approve; Donna seconded; so voted.

ATTACHMENT #1, 13 pages

Question from a lot owner in regard to buy-back of her unwanted grave lot in Westridge Cemetery:

The Commissioners considered a request from Paula (Lamoreux) Quattrocelli to buy back a single grave lot in Westridge Cemetery that she had originally purchased in 2016. The original price that she paid was \$250 for the lot and \$400 for perpetual care.

In anticipation of the Commissioner's approval, Jim investigated where the \$650 would come from. The Town's Financial Director agreed that this could come from the "Sale of Lots Account".

Donna entertained a motion to approve the buy-back of a single burial lot in Westridge Cemetery from Paula Quattrocelli and to pay her \$650 from the Sale of Lots Account. Willis so moved and Donna seconded; so voted.

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

As Jim reported to the Commissioners via text message on February 8th, there was an incident of an automobile hitting the stone wall at Northside Cemetery. The damaged area was between the area newly repaired wall and the chapel.

Upon noticing the broken stone wall, Jim immediately notified the Charlton Police. The officer that attended, almost immediately located the car! It had been parked at the Egyptian Coptic Church yard. From the license plate, he learned that the owner of the car, a 2003 Toyota Highlander Crossover, was Antonious Milard Wassef of 4 Premier Drive, Charlton and the operator of the vehicle had been his daughter, Mariam Angela Wassef.

As told to the officer, Miss Wassef had slipped off the road hitting the stone wall, she then called her father who helped her move the vehicle. She was not injured. It is not known if they had intended to report the incident or not.

A copy of the accident report, along with photographs, have been given by Jim to the Town Administrator's Clerk. The matter is now being handled between the Town's insurance company and the insurance company of the vehicle's owner.

ATTACHMENT #3: 9 pages.

Review draft 2021 annual report before submission:

To save time, Donna read aloud Jim's draft report. With only a couple of very minor changes, it was unanimously approved.

Spring Clean-up Schedule:

Jim estimates that the grave cleanup will begin on Monday April 4th and allowing Easter decorations to be placed no later than April 17th.

Open forum:

Nomination Papers

Although Kristen was unable to attend this meeting, she had left her Nomination Papers in case other members wanted to sign them. Donna, Willis and Jim all happily signed her papers and wish her success in her campaign for re-election to the Cemetery Commission.

Security Cameras:

The security cameras at Westridge Cemetery are working nicely but Jim is noticing more people walking their dogs in the cemetery even though the signs at the entrance indicate that this is strictly forbidden. No one visiting the cemetery to attend a funeral wants to step in something that the dog leaves behind but we do not have someone monitoring the cemetery twenty-four hours a day, seven days a week.

Budget Hearing with Selectmen and Finance Committee:

Still no word when this Hearing will be.

Roof Cap of Garage at Westridge:


One the day when the wind was so bad last week, several of the roof cap shingles blew off of the garage roof. Jim located all except one but had some spares he could use. He put them all back in place but plans to replace all of the roof caps sometime this spring and have them angled in the opposite direction so that they will not be as susceptible to the winds. He will do the work himself and estimates that the cost will be less than \$100.

Next Meeting:

The next meeting is tentatively scheduled for Monday, **March 21, 2022** with the meeting to begin at 1:00 pm and current plans are to continue holding our meetings in the Cemetery Garage at Westridge Cemetery.

As there was no further business before the Commission, at 1:57 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 quote paperwork from D. Mason Paving
2. E-mail to/from GeoModel and their estimate to map three cemeteries
3. Incident report & photos from MV accident damaging stone wall at Northside Cemetery