

Cemetery Department
Minutes of Regularly Scheduled Meeting –
May 30, 2023



Present:

James Burlingame, Supt.
Kristen Russell-May, Member & Chair
Donna Neylon, Member & Vice Chair & Clerk
Willis Bond, Member

Absent/Excused:

Mr. Morin

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 April 25, 2023; Willis so moved and Donna seconded; it was so voted. Willis then initialed the minutes to indicate that they were approved.

Signing of Deeds:

Eugene and Dianne Renauld, \$1700 for Section E-2, Row 3, Lot 4 at Westridge Cemetery with \$1100 for Perpetual Care;

Stephen and Cynthia Zinkowski \$850 for Section D, Row C, Lot 16A at Westridge Cemetery with \$550 for Perpetual Care.

Monthly Burial Count:

May: Four cremation and two full burials including the burial scheduled for tomorrow, May 31st.

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

Warrant Date 05/11/2023:

Advance Auto Parts (oil filters, auto cleaning supplies)	\$17.38
Home Depot (1 bag mortar mix, 8 bags concrete mis)	\$52.66
ATS Equipment (MQ Rammer Tamper)	\$2,725.00
Amazon Business (U.S. Flags, tools and supplies)	\$305.98
Charlton Oil & Propane (propane)	\$26.74

Warrant Date 05/18/2023:

James Burlingame (work pants -5- pair)	\$139.95
Ready Refresh (bottled water)	\$34.52

Warrant Date 06/01/2023:

Home Depot (42 bags concrete, supplies)	\$299.00
Amazon Business (Shindaiwa trimmer, parts, supplies)	\$491.11

Warrant Date 06/08/2023:

James Burlingame (2pair ripstop cargo workpants, less tax)	\$19.98
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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: \$1,304.07

Old Business:

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

Donna reported that there was nothing new to report on this project.

Continued discussion on proposed cemetery maintenance garage:

At our last meeting, it was voted to hold off on any approval to the draft RFQ as submitted by the Town Administrator's office until after the Commissioners have had a chance to review the plans from the students at Bay Path.

The initial plans were received and reviewed at this meeting with the following questions and/or suggestions for the school:

- 1) Move the overhead door to the right more for a straight drive in;
- 2) Move the man door that is on the right side of the building to the front and left of the overhead door;
- 3) Lighting/windows: We noticed that there are no windows in the initial drawing and believe that there should be a small (perhaps crank-out?) in the bathroom area (ventilation). Perhaps the door to the office should have high windows? Perhaps a window/windows over the overhead door?
- 4) What kind of lighting would be inside the building to make the work area and office safer and easier to use? In our current building, there is insufficient lighting.
- 5) It would be helpful to add an awning of some type over the two front doors (overhead and man door) with lighting (perhaps motion detector/LED could be installed for security purposes?)

Mr. Tripp advised Donna that on June 5th, he plans to present our project to the School Committee where he will ask for their approval to place it on the list of projects. Once he has more information, he'll get back to us.

Donna will forward the above questions/comments regarding the drawing to Mr. Tripp and also update the Town Administrator's office so that they would know why the Commissioners have held up on the approval of their draft RFQ.

See **ATTACHMENT 1** for a copy of the plan as submitted.

New Business:

Organization of Cemetery Commission members / election of officers:

Willis made the motion to not change the officers for the coming fiscal year; Donna seconded and it was so voted. The officers will remain:

Kristen as Chairman

Donna as Vice Chairman and Clerk

Willis as Member

Discussion of results of the May 15th Annual Town Meeting, including additional funding for a second full-time position:

Our budget, as presented to the Selectmen and Finance Committee, and including a full-time position other than Cemetery Superintendent, was approved at the Annual Town Meeting on May 15th. Jim will work with the Human Resource Department to come up with a job description, hourly rate and title for the position currently held by Mr. Russell Eastman. One condition of Mr. Eastman's full-time employment will be that he has a month off (during the winter months) where he can return to his out-of-the States home. Jim plans to have all of this ready for our next meeting.

One other thing that happened at the Annual Town Meeting was the vote to remove all stipends from town officials (elected and appointed). Therefore, effective July 1, 2023, none of the Cemetery Commissioners will receive their \$500 annual stipend.

Lot request from Dennis Divoll:

The Commissioners received and approved a request from Dennis Divoll to subdivide his 12-grave lot in the following manner:

- 1) Westridge Cemetery, Section C-3, Lots 12 & 13, Graves 5, 6, 11, 12 to stay with Dennis Divoll, Sr.
- 2) Westridge Cemetery, Section C-3, Lots 12 & 13, Graves 3, 4, 9, 10 to be transferred to the estate of Dennis Divoll, Jr.
- 3) Westridge Cemetery, Section C-3, Lots 12 & 13, Graves 1, 2, 7 and 8 to be transferred to Travis Divoll who is the son of Dennis Divoll Jr and the grandson of Dennis Divoll, Sr.

The fee of \$50 per transfer was already paid.

Upcoming vacation schedule of Cemetery Superintendent:

Jim has plans to carry over 40 hours from the current fiscal year to the next one and plans to take the time from July 1 through July 10. He also plans to take the 56

hours remaining vacation time (7 days), and 1 personal day (8 hours) during June. Kristen signed the approval for the vacation carry-over request.

Open forum:

Mr. Morin attending looking for information regarding grave site purchase:

Mr. Morin dropped by the meeting looking for information about purchasing a possible six more graves in the same area in Westridge Cemetery where he already owns three. Jim gave him information and he'll get back to us when he's ready to make the purchase.

Request from Harold Paine:

At our last meeting Mr. Harold Paine had requested to divide up a plot where his mother and father are buried and to use the unused lots for himself. Jim said that he'd told Mr. Paine to get a Notarized letter from all of his siblings denouncing their claims to the unused portion of this plot. Jim advised us that Mr. Paine will be buried in Southbridge at St. Mary's Cemetery so will not need to divide up any Charlton lots.

DPW Superintendent Position has been posted:

Jim advised us that Mr. Foskett's current position as DPW Superintendent has been posted for a replacement as he plans to retire this summer and that he (Jim) has submitted his application for the position. All three Commissioners agreed that Jim should apply and wished Jim much luck.

Payroll for Commissioners:

Kristen signed the payroll for the Commissioners for the second 6 months of the current fiscal year.

Next Meeting:

Our next meeting was tentatively scheduled for June 27th. Time and location are expected to remain 1:00 at the Westridge garage. Pending the results of the June 5th School Committee meeting, it is possible that a special meeting may need to be called.

As there was no further business before the Commission, at 2:13 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:

ATTACHMENT 1 for a copy of the drawings of proposed Cemetery Garage as submitted by students/staff at Bay Path.

