

**BOARD OF CEMETERY COMMISSIONERS
Minutes of the July 7, 2020, 4 PM Public Meeting
Exclusively by Zoom, Video Conferencing**

DATE: April 22, 2021
TIME: 9:14 AM

Meeting convened at 4:03 PM

Members attending: Bill Chemelli, Alex Corbett, Ellen O'Brien Cushman

Others attending: Mike Santoro (DPW), Frank Sartori (DPW, Cemetery), Don Moore (Stantec)

AGENDA

- Invoice #1636535 from Stantec for water monitoring work at Highland Meadow Cemetery. \$18,464.13 Mike Santoro presented the invoice #1636535 and \$3888.08, invoice #1674650 for drilling the monitoring wells.

Don Moore provided a summary of the work to date, the monitoring wells were installed/drilled in January. The company monitors water levels and the well locations have been added to the survey. They will be digging test pits to install a double rim infiltrometer, expect the work will take approximately 6-7 hours. Don says that he suspects the water table has risen. The invoice for \$3888.08 is for permeability tests and data analysis. Apparently the invoice from Stantec #1616262 in the amount of \$3042.84 was not paid, though submitted, for the Ground Penetrating Radar (GPR) to locate the test borings. The Board included the three invoices in the motion for payment for clarity.

Moved that the three invoices, for \$18,464.13, \$3888.08 and \$3042.84 be approved for payment utilizing the Cemetery Perpetual Care Interest Fund: The motion was approved unanimously by roll call vote, 3-0-0 ; Yes – Chemelli, Corbett, Cushman; No – 0; Abstain – 0
Don Moore then left the meeting.

- Update on the approved work being done by Pemberton Garden Services at Highland Meadow: landscape ovals and landscape border and Muzzioli Associates for the boxwoods at Belmont Cemetery Veterans' area. The Muzzioli Associates had provided a bid to install the boxwoods, the bid was accepted at a prior meeting, though we haven't yet heard back from them. The Board asked Cemetery Manager Frank Sartori to contact them – he has done so but had no update. He awaits their reply.
Pemberton Garden Services, the successful bidder on the renovation of the landscape circles and landscape border at Highland Meadow Cemetery.
Reminder that Pemberton had been approved for the following supplemental work – a new fieldstone path through the largest landscape circle with help with the design and have it fit with the fieldstone walls better; additional plant material, approximately 25% more would boost the fullness of the circles so they don't look as if they are just starting out – they will blend better. The total for all work will approach \$20,000. Mike Santoro reported that Pemberton has successfully

purchased 100% of the plant material and will be doing the installation this Thursday and Friday. Volunteer Ernie Fay has stepped forth to water the beds to get them a good start throughout the summer. If desired, Mike Santoro said that the DPW Watering Truck would be available to Ernie.

Alex asked Frank about the hose bib that was broken and puddling was occurring mid-meadow. Frank reported that Mark Mancuso, the Water Department said that "it is now okay". He said not to do anything else, we should wait for the Stantec work to be concluded. Board members asked for an update on the water meters at Highland Meadow. Mike Santoro will ask Mark for an update.

- Ellen reported that she had been asked by Patrice Garvin, the Town Administrator, whether the Cemetery Commission would approve the transfer of \$25,000 from the Cemetery Perpetual Care Interest to the Cemetery Maintenance costs in the FY21 Operating Budget of the General Fund. Moved that \$25,000 be transferred from the Cemetery Perpetual Care Interest Account to the General Fund for Cemetery Maintenance. The motion was approved unanimously by roll call vote, 3-0-0 ; Yes – Chemelli, Corbett, Cushman; No – 0; Abstain – 0
- Questions about other cemetery activities: Ellen asked that the cemetery staff be certain to keep the brush cut back along the wall with the cell tower. Frank said that he is concerned about poison ivy. Ellen will check with the Lone Tree Hill vendor who is performing some invasive management. Alex also asked about the cleaning out of the storm drains/catch basins. Mike Santoro said that the DPW would do the clean out of the three catch basins or dry wells. The Climbing Euonymous along Fairview Avenue and Belmont Cemetery needs trimming and neatening. It's creeping up into the Hemlocks that border the cemetery and doesn't have support above the fence so it needs to be trimmed to the level of the fence.
- Cars parked in Highland Meadow Cemetery that are clearly not involved with the cemetery, visiting graves, etc. Are these being actively ticketed? We already have a paper notice that our staff and the Police are placing on the cars to discourage this. Most concerning is people who are parking on the grass instead of on the roadway.
- The Board would like to get the balances of all cemetery accounts for the next meeting :
 - Sale of Cemetery Lots
 - Cemetery Perpetual Care Fund
 - Harry Northway Perpetual Care Fund
 - Cemetery Perpetual Care Interest Fund
 - Cemetery Annual Planting Fund
 - Cemetery Memorial Tree Program

- The Board reminded Frank Sartori that we still await the results of the survey of cemetery fee structure for nearby and comparable cemeteries. We asked for this more than a year ago; it's an activity that's performed yearly.
- Ellen also asked if the DPW/Cemetery had yet pulled together their suggestions for applying different overtime rates to different areas of the two cemeteries, instead of a flat overtime rate. Frank and Mike responded that they do not have it yet. She reminded them that these two elements are key pieces of information in the establishment of the fee structure for Belmont cemeteries.

Meeting adjourned at 5:03 PM

Respectfully Submitted,
Ellen Cushman