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Belmont Board of Cemetery Commissioners (BOCC) Meeting Minutes

June 14, 2022

I. Call to order

Chairman Ellen O'Brien Cushman called to order the scheduled and posted BOCC meeting at 4:08PM, via Zoom.

II. Roll call

Alex Corbett, Clerk, conducted a roll call. The following persons were present:
Ellen O'Brien Cushman, Bill Chemelli, Alexander E. Corbett, III, Glenn Clancy, Director of Community Development, Jay Marcotte, Michael Santoro, and Frank Sartori

III. Organizational vote

Bill Chemelli nominated Ellen O'Brien Cushman to the position of Chair, Bill Chemelli as Vice Chair and myself as Clerk. Seconded by Bill and unanimously voted by roll call: Ellen- YES, Alex-YES and Bill-YES

IV. Approval of meeting minutes

Minutes from 10-29-2021 were unanimously accepted, with approved changes.

V. Agenda Items

a) Procurement of engineering design services after the final Stantec hydrogeological report

The non-responsiveness of Stantec on our requests over a 6 month period, for possible solutions to our hydrological issues at Highland Meadow Cemetery was discussed. Jay Marcotte and Glenn Clancy suggested taking the Stantec report to Justin Moore of Weston and Sampson for an engineering design plan proposal, to mitigate the issues. Bill made a motion to authorize Glenn to pursue a solution with Weston and Sampson, because of Stantec's lack of response. Unanimous roll call vote: Ellen-YES, Alex-YES and Bill- YES.

Glenn left the meeting.

b) Memorial Day preparation



Belmont Cemetery looked great! A sub-contractor was hired to assist in the preparation. Next year, the extra preparation work will be offered to current ASFME, DPW employees, BEFORE any pre-Memorial Day subcontracting work is procured.

c) **Joining of the Cemeteries in the Town-wide Commemorative Tree Program**

Discussion of joining ... all in unanimous agreement that we should, following the pre-defined cemetery policies for commemoration within both of our cemeteries. A bronze plaque with the designee's name. Unanimous roll call vote: Ellen-YES, Alex-YES & Bill-YES.

d) **Update on roadway maintenance/patching**

Norton Circle was discussed as one of the major areas of pavement degradation. Frank Sartori of the DPW Cemetery Division said there are failing drywells in the area that the catch basins feed into. Beyond the requested roadway patches, an overall engineering study should be undertaken BEFORE any major pavement renovation plan would be undertaken. Ara Yogurtian from Community Development, is going to be queried on including this potential work into the town-wide pavement management program. Jay will discuss further with Glenn and Ara.

e) **Community Preservation Act project status**

Jay informed us the Town Meeting vote was overwhelmingly positive, for the project!!

The vote was **248-YES**, 3-NO and 4-abstentions. Next step is to put out a Request For Proposal. That RFP is in the works, possible due date of July 4, 2022. Lauren Meier has targeted a number of firms to send the RFP to. \$60,000 is the approved amount.

f) **Lot sales update**

The Board asked to be provided with a spreadsheet of lot sales and service income. The DPW Cemetery staff will provide at the next meeting.

g) **Update on PeopleGIS WebCemetery Project**

Ellen told us that 75% of our existing records were "normalized" and imported and that she has seen a preview of the design format. Very similar to Arlington, MA database and form. We are all looking forward to the project going live! Alex asked if gravestone images could be a part of the record. Ellen said yes. A great possibility for a potential Eagle Scout Project.

h) **Telecom upgrades at the Cemetery Office**

Comcast is fully installed and operational...we have finally jumped into the 21st century in communications with Town Hall and the world!



VI. Adjournment

Chairman Ellen O'Brien Cushman adjourned the meeting at 5:45PM, unanimously approved.

Minutes submitted by: Alexander E. Corbett, III, Clerk