

Board of Cemetery Commissioners
Meeting minutes
August 9, 2007

The meeting convened at 5:40 pm at the office of Belmont Cemetery.

Members present: Ellen O'Brien Cushman, Alexander Corbett, Charles Johnson

Also present: Peter Castanino, DPW Director, Joe Urciuolo, Acting Cemetery Superintendent, and John Maguranis, Veterans Agent.

John Maguranis requested time on the agenda to discuss his idea to permanently mark veterans' graves to make the placement of flags easier. After some discussion and questions by the Board, John was instructed to investigate small (less than 2 inches in diameter) non-metallic disks affixed to stakes that would be placed in the ground on the side of monuments at Belmont Cemetery. The marker cannot be attached to the monuments because the monuments are owned by individuals, not the cemetery. The marker material must be durable but cannot be metal that would conflict with the metal lot markers already installed. The cemetery staff uses metal detectors to locate the markers. In addition, Peter suggested that this information/mapping would be included in the new software planned for the cemetery. Ellen will check with Nancy Fay to see if the current cemetery software allows this type of sort without a lot of effort.

The Board instructed John to use shorter flags with no metal holders at Highland Meadow Cemetery for aesthetic reasons. John M. indicated that he has been issuing tickets to those citizens who walk dogs within the cemetery. The Board affirmed that no dogs are permitted in the cemeteries. Ellen gave John her contact information for those individuals who dispute the regulations but the Board instructed John to continue to ticket. John recommended locations for "No dogs allowed" signs.

The Board unanimously agreed to address price increases for services and lots effective January 2008.

To date, 17 of the original 20 individuals who previously purchased lots at Highland Meadow who had an immediate need have been scheduled to be buried. The remaining three have yet to schedule but are expected to do so by early fall. Financial statistics for Highland Meadow will be kept separate from Belmont Cemetery for tracking purposes.

Regulations

The Board unanimously agreed to design and purchase a bronze marker affixed to a large boulder to post the regulations at Highland Meadow. Boulder to be placed to the right side of the road just after the driveway to the telecomm facility. The regulations to be included, language and order to be determined by Ellen's recommendation:

- " Open to the public dawn to dusk
- " Only flat markers
- " No planting
- " Only natural plant material/decorations year round
- " No dogs, leashed or unleashed
- " No vigil lights
- " No active sports
- " Parking in cemetery for cemetery activities/visitation only
- " Per order of the Belmont Board of Cemetery Commissioners

Leave an extra line or two in the size to include other regulations later if required.

To address a list of questions from Peter C:

" Ellen has contacted Halvorson for recommendations on perpetual care requirements, specifically height of grass, frequency of mowing, fertilizing, weed control. An agreement document will be created similar to the one that exists for Belmont Cemetery.

" Foundations are prepared and installed by cemetery staff for each marker/monument. This helps the monuments/markers not to heave. At Peter's suggestion, to prevent removing and re-installing the cement markers for each subsequent burial, the foundations will be pre-poured using a form, including a handle hold. The marker will be placed upon the foundation directly. Joe U. is to check with Bob Gardiner to confirm that this procedure will be acceptable.

" Any grave may have both a flat marker and a veteran marker if appropriate and they physically fit. Only the approved grass seed mix should be used.

Summary of FY07 activities at Belmont Cemetery:

Fees \$87,090

4 foundations, 1 tree dedication, 1 cremation lot sold/1 associated perpetual care

89 total interments:

63 interments of caskets = 71% of total

26 cremation interments = 26% of total

46 non-resident charges of the 89 = 51% of total

Summary of FY08 (to date) activities at Highland Meadow Cemetery:

Fees \$9380.50

7 interments of caskets

5 cremation interments

Highland Meadow sales March 2006 to August 8, 2007: \$ 1,411,900

The meeting adjourned at 6:40 pm.

Respectfully Submitted,

Ellen O'Brien Cushman
Chairman, Board of Cemetery Commissioners