

**Meeting Minutes of the
Town of Belmont, Board of Cemetery Commissioners**

2017 FEB 15 AM 9:07

January 19, 2018 7:45 AM

Belmont Town Hall – 455 Concord Avenue
Room 1 – Ground Floor

Members Present: Alexander Corbett III, William Chemelli, Ellen O'Brien Cushman (chair)
Others Present: Frank Sartori (Belmont Cemetery), Jay Marcotte (DPW Director), Michael Santoro (DPW Assistant Director), Jeffrey Currier (Cemetery Foreman)

The purpose of the meeting was to discuss operational issues that have come to light over the fall and winter and to establish better communications for future.

- Phone coverage for the cemetery office number – the office is staffed Monday through Friday, 8 -11 AM. Between 11 AM – 4 PM, the voicemail will indicate that urgent matters will be addressed immediately by phoning a central phone number to the Foreman. Phone calls of an urgent nature between 4 PM – 8 AM will be forwarded to an on call number as assigned and scheduled to designated cemetery staff. Voice messages at least once per day and will be listened to and handled as soon as possible. There is a problem with the answering system of Verizon, DPW is aware and logging calls to Verizon, no action.
- Thanksgiving weekend – no one was checking the messages and the messages did not make it through the system. The grieving family left ten separate messages finally contacting a member of the Cemetery Commission. Call was finally returned to family Monday morning after Thanksgiving.
- Both Highland Meadow and Belmont Cemeteries are and continue to be open throughout the winter. Contrary to information circulating through the funeral homes, business continues with no break. Ellen had been questioned about the policy by several funeral directors, who indicated they were told by Cemetery staff. Bill then was questioned at a local coffee shop, again refuting it. Ellen Cushman contacted Michael and Jay and as a result, asked Jay Marcotte to send this information via letter to all funeral homes conducting business with Belmont Cemetery operations, completed the first week of January. The DPW staff asserted it was just a rumor – Ellen, Bill and Alex emphasized that when there are problems like that residents don't go to the DPW/Cemetery staff, they call and visit their elected Commissioners. We must be included and advised before a "decision" of this magnitude is made by the DPW. A brief discussion about the difference between an appointed board and an elected one occurred.
- Winter Operations, Impact – The existing backhoe is apparently proving inadequate for winter frostline work on the glacial till of Highland Meadow, even with the hoe ram attachment. When required, the Cemetery division will rent a machine from Flett or