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DATE: April 22, 2021  
TIME: 9:13 AM

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***Belmont Board of Cemetery Commissioners  
Meeting Minutes***

**January 25, 2021**

**I. Call to order**

Chairman Ellen O'Brien Cushman called to order the scheduled and posted BOCC meeting at 5:00PM on January 25, 2021, via Zoom remote connection.

**II. Roll call**

Alex Corbett, Clerk, conducted a roll call and the following were connected:

Ellen O'Brien Cushman; Bill Chemelli; Dave Petto (Belmont IT Department Head); Michael Santoro, Divisional Director, Belmont Public Works Department; Frank Sartori, DPW, Parks and Cemetery Division Manager, and myself.

**III. Approval of minutes from last meeting**

Minutes in arrears were discussed and a catch-up plan was discussed.

**IV. Agenda**

- a) **Report from Dave Petto on the data and voice service to the Grove Street Office and the current issues and the plan to update them both.**

Verizon will no longer support the old copper service with the DSL data service. It will end support in June 2020. They CANNOT provide FiOS fiber connection to the office. Comcast will run a new service line and provide Data and Voice service through its Xfinity service, our only option! One-time installation fee of \$7573.00, quoted to Dave. The monthly service will be paid from the operations budget.

Ellen made a motion to pay the \$7573.00 for the installation from the Cemetery Perpetual Care INTEREST fund. There is an approximate balance of \$80,000, in that fund. Alex seconded. Ellen- YES, Alex- YES, Bill-YES- unanimous vote.

- b) **Next steps for transitioning from Cemotec system to PeopleGIS.**

Dave and his department need "CLEAN" data to import into PeopleGIS.



Discussion of what clean data is based on the data in Cemotec. Sue has cleaned ½ of the data she has. Sue will send Dave what she has for him to look over, before continuing. What that ½ actually consists of no one really knew.

Arlington Cemetery has a PeopleGIS Cemetery template, that we can use as the software is OPEN. Dave indicated we must decide what fields of that template we want populated with Cemotec data, if possible. He will look at the test data provided.

Dave also indicated that our Microsoft Office must be updated by November of 2021, we are running a version that will not be supported after that sunset date. That should be an IT budget issue to procure an updated Microsoft Office License for the cemetery office.

c) **Cemetery rules and regulations discussion**

There are ongoing discussions between Patrice Garvin, George Hall, Town Counsel and Ellen

d) **Stantec Invoice for ongoing work at Highland Meadow Cemetery**

The Stantec interim invoice for well monitoring at HMC in the amount of \$4235.70, for October and November 2020 work, was discussed. We requested that Stantec provide an interim report on the progress and findings of the ground water study work, to date. We would like this for our next meeting. Mr. Santoro will make our wishes known to the Stantec staff.

Ellen made the motion to pay the invoice, from the Cemetery Perpetual Care INTEREST Fund. Bill seconded. The vote was unanimous: Ellen- YES, Bill- YES and Alex- YES.

e) **Tree Maintenance at Belmont Cemetery**

Frank and Mike explained there are many safety issues with numerous trees at Belmont Cemetery. It has been MANY, MANY years since there was major preventative work done on the trees...just reactive work, to weather events. This work is WELL OVERDUE. Asplundh referred DPW to Cicoria Tree Service because the work required a higher level of expertise and additional specialized equipment to perform this major maintenance and removal work. Tom Walsh, Belmont's Tree Warden went over the entire plan with Frank and Mike and gave his blessing.

How to pay for this major work was then discussed. There is no money in the current year's budget to complete this very necessary work, according to Frank and Mike. It could be delayed but at what safety cost? Too high a risk. DPW asked for this to be paid for from the Cemetery Perpetual Care INTEREST Fund. The three commissioners requested Frank to set up a meeting with Cicoria, to walk and discuss the plan.



A proposal/estimate #WEB12222 for \$27,500 was presented and discussed. It included a crane and 75' bucket truck and chipper. After discussions about the pricing all agreed it was a fair estimate.

Ellen made a motion to approve the payment of up to \$27,500 from the Cemetery Perpetual Care INTEREST fund, only after a meeting and walkthrough were to take place. That was scheduled for 1-29-2021. Alex seconded the motion. The vote was unanimous: Ellen- YES, Alex- YES and Bill- YES.

f) **Discussion of decorations and clutter at both of our cemeteries**

Discussion about the number of placed items, dead flowers and trash at both cemeteries, but specifically Highland Meadow. The rules prohibit many of the items we have observed there. Cemetery staff was asked to make an immediate cleanup visit to HMC and remove all items that are prohibited and keep them at the garage for a reasonable period of time, determined by the staff.

**V. New business**

a) **The recent accident near the garage**

Discussion about the aftermath of the car that plowed through the fence and toppled 6 or 8 headstones. Repairs have been made. The town's insurance company is handling the case. Hoping that if there any proceeds that they will be applied to the budget to cover our costs of repair.

b) **Belmont Cemetery- Condition of the existing Benches**

Discussion about the condition of the old wood slats and the benches in general. Their condition is deteriorating. We will discuss a plan at our next meeting. A location plan of existing benches was requested.

**VI. Adjournment**

Chairman Ellen O'Brien Cushman adjourned the meeting at 6:56PM.

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