

MEETING AGENDA
Board of Cemetery Commissioners
Monday, April 27, 2020
2:00PM
Remote Meeting

**RECEIVED
TOWN CLERK
BELMONT, MA**

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

2:06 PM The meeting convened and was held exclusively by remote access using Zoom or/telephone as per the meeting posting.

Commissioners attending: William Chemelli, Alexander E. Corbett, III and Ellen O'Brien Cushman

Others attending: From DPW – Michael Santoro, Jay Marcotte and Frank Sartori

Agenda:

- Using funding from Perpetual Care Interest Account that is restricted to use only for cemetery purposes, and based upon prior vote, review and vote on the specifics to authorize Mike Santoro of DPW to request quotes from 3 or 4 companies to:
 - A. Renovate the two circular landscape beds at Highland Meadow Cemetery with shrubs and perennials suitable for the site. Plant materials per the original Highland Meadow planting and landscape plant list.
 - 1. Conditions
 - Plant list and location of beds identified on the provided Landscape Plan and Plant List, PLP-1 prepared by Halvorson Design.
 - Alternate planting materials may be recommended, provided that an explanation must support the recommendation describing why they may be a better choice for the site and conditions.
 - Maximum height of plant material, shall not exceed five feet at full growth.
 - The work must be confined to the area designated performed in a manner respectful of the cemetery purpose
 - Installation by July 4, 2020
 - 2. Deliverables
 - Rough sketch of the recommended planting plan for each of the two circular landscape beds
 - Recommended plant list per the conditions above, including quantities, sizes, and specific varieties to achieve the rough sketch.
 - Timeline for the project, including installation
 - Maintenance recommendations
 - Statement that there is one year warranty on all plant material from final acceptance of the installation by the Town.
 - Detailed fee, including labor and materials
 - B. Perform pruning and clean-up of the landscape border for Highland Meadow Cemetery that runs from the entrance gate to the corner at the Day School driveway and on the rock wall to the right of the cemetery entrance from entrance gate to gate to cell tower. Clean up includes removal of invasive and competitive species within the designated areas.

- C. Optional work: install dwarf boxwood shrubs to restore the hedge at Belmont Cemetery Veterans' area toward the rear east border in the Belmont Cemetery, to be installed by July 4th. Two options:
1. one side of walkway
 2. both sides of walkway
- Include plant materials, quantities and varieties as well as labor in fee proposal and a statement of one year warranty on plant materials

Motion by Alex Corbett, seconded by Bill Chemelli to include all of the above in a Request For Quote to be sought by Mike Santoro of the DPW on behalf of the Cemetery Commission, the Request for Quote shall be issued and requested from the following four local, highly recommended landscape companies, listed alphabetically: Ktona Landscaping, D. Muzzioli Associates, Pemberton Garden Services and Waverly Development.

Chemelli – Yes, Corbett – Yes, Cushman - Yes

The projects will be funded by the Perpetual Care Fund Interest Account, authorization of the spending will be require a future vote of the Cemetery Commission

- Update on Stantec project at Highland Meadow undertaken in FY20
 - A. Mike Santoro presented information he had received from Stantec.
 1. 6 monitoring wells have been installed and were being monitored by levels
 2. In the Detention area, they will be monitoring permeability and recommending maintenance procedures and timetables
 3. The work was determined to be not essential and has been placed on hold by the Company. Will resume once permitted
- Financial Review of Dedicated Cemetery Accounts - Upon a quick review, the numbers that Ellen had obtained, showing only \$105K in the Cemetery Perpetual Care Fund Interest does not seem to make sense – she'll obtain more complete account totals for the next meeting. The obvious missing item was the authorization and purchase of a new backhoe authorized at \$121K in FY20, \$112K was spent but this didn't appear in the summary of the accounts and the overall totals seem to low, given that there was no transfer of interest for 6+ years.
- Review Overtime budget prepared by DPW for FY20 and FY21, both revenue and expense. Consider the Saturday overtime fee charged for Saturday funeral services and short notice funerals, possible vote to change that fee effective FY21.

Jay Marcotte reported that of the \$19K appropriated for cemetery overtime in FY19, only \$14K was spent. 12 Saturdays were scheduled for interments. At this point, we have one fixed fee for all Saturday interments but Jay recommends that perhaps a better method is to create a fee structure with "add ons", such as for specific areas of Belmont Cemetery that require laying plywood paths to allow the backhoe to get to the grave to fill or very large/heavy caskets or complex vault installations. He will confer with the Cemetery staff and create a schedule of actual costs and FY21 budget expenses for the various add ons and Saturday straight overtime for the Board to consider and vote at a subsequent meeting. Ellen noted that any fee increases will be effective July 1st so we'll need the information soon. She also asked for the routine list of fees charged by surrounding public and private cemeteries that the Cemetery staff has provided each year so the Board can determine where Belmont's fees will fit in the palette. Bill and

Alex agreed. Frank Sartori agreed to compile the up to date list of the fees. The list of cemeteries will be the same as in prior years including both private and public cemeteries in our vicinity.

- Consideration and vote on request by Town Administrator to transfer \$25,000 from Cemetery Perpetual Care Interest Account to General Fund to help defray cost of Cemetery Maintenance for Perpetual Care activities. All Board members are generally supportive of the transfer but a corrected, detailed accounting of the available funds will be required first, per prior agenda item. The list of funds that we must obtain from Accounting are :

- Perpetual Care Fund (principal)
 - Perpetual Care Fund Interest
 - Harry Northway Perpetual Care Fund
 - Annual Planting Fund
 - Sale of Cemetery Lots Account
 - Memorial Tree Planting Fund

- Minutes of 2019 meetings

Clerk of the Board, Alex Corbett, is working on the minutes and will distribute them for review and vote at the next meeting. The goal, per the Open Meeting Law is to have the minutes voted at each meeting or at least every two meetings.

Meeting Adjourned at 3:15 PM

Respectfully Submitted,

Ellen O'Brien Cushman, Chair