

Board of Cemetery Commissioners  
Meeting minutes  
June 26,2007

The meeting convened at 1:15 am at the Highland Meadow Cemetery site, 700 Concord Avenue, Belmont, MA.

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

Also present: Robert Gardiner, Cemetery Superintendent, John McDonough Cemetery Foreman, Peter Castanino, DPW Director, Joe Urciuolo Acting Cemetery Superintendent.

Peter informed the committee that Joe U. would be serving as acting cemetery superintendent during Bob Gardiner's family leave period. Ellen requested that Joe review the plans for the cemetery and master plan documents to become familiar with what is required/desired. Ellen requested that any work performed for the completion of the contract be meticulously accounted, materials and labor for inclusion in negotiations.

The waiting period for the termination of the Green Acres contract has concluded. Now that we have control of the site, we have punch list items, maintenance:

- " Drain installation scheduled to start 6/27/07 estimate \$3500 for materials
- " Well pipe installation to the depression
- " Maintenance schedule per Chuck at Halvorson
- " Installation/PO check for Chip Seal. Alex will coordinate when other work is complete
- " Peter will work with Forrest to get the specific designs for the drain along the roadway, the outlet pipe to the depression, the depth to the bottom of the wall and any pump possibilities.

Ellen informed the committee that she had been contacted by the Attorney General's office regarding the Green Acres contract. She had to provide them with copies of certified applications for payment. No further info was available.

Joe U. will investigate the requirements to use a water cannon and cut, trim and weed.

Comments about Ellen's draft funeral director letter. Add requirement of 2 business days notice and first come-first served citing capacity issues. They must check with the cemetery before committing date to the family, not merely notify us. Now that we have two sites to manage, we'll be coordinating a more complex schedule.

The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Ellen O'Brien Cushman  
Chairman, Board of Cemetery Commissioners