



## Edgartown Cemetery Commission Meeting Minutes

August 23, 2016

### I. CALL TO ORDER:

Susan called to order the meeting of the Cemetery Commission at 10:00am on August 23, 2016 at the Town Hall.

### II. ROLL CALL:

The following persons were present:

**Members:** Liz Villard, Andy Kelly, Susan Brown, Debbie Manley-Smith

**Superintendent:** Jen Morgan

### III. OPEN ISSUES:

1. The Commission reviewed the meeting minutes from July 26, 2016.
2. Motion placed on the floor by Liz to approve the 7/26/16 meeting minutes, Andy seconds, vote taken and passed. Juliet will scan and post the approved minutes.
3. The Commission reviewed the bills paid for the month.
4. Jen informed the Commission that no lots were sold this month and that there are people waiting to purchase the lots that will become available once the work on 11<sup>th</sup> Ave is complete.
5. The Commission discussed the Superintendent's report:
  - ❖ Andy asked Jen to indicate on the payroll which days she was unable to work due to a recent surgical procedure. The Commission discussed sick days versus half days and after clarification was provided, asked that Jen have her payroll filled out by the following day for approval by the Commission.
  - ❖ Motion placed on the floor by Liz to take down the Cedar tree and prune next to the Daniel Fischer/Pease/Shurtleff lots. Andy seconds, vote taken and passed.
  - ❖ The Commission discussed the request made by the mother of the Sandy Hook Elementary victim to have her daughter buried in Edgartown. Many options were explored in an effort to allow this; however, inevitably, the Town By Law, which states you must be a resident or property owner to be buried in Edgartown, prevails. The Commission expressed their sympathy but honored their obligation to the Cemetery Rules and Regulations adopted in 1987.
6. The Commission discussed the site visit they held at the New Westside Cemetery:
  - ❖ Andy solicited a quote from Lawrence Lynch for the work to re-align the road that provides access to 11<sup>th</sup> and 12<sup>th</sup> Aves. The price for the work came

to \$62,000. This amount is higher than anticipated and it is very likely the Commission will need to ask the Town for more money to complete the planned Cemetery expansion.

- ❖ Andy informed the Commission that materials constitute a large portion of the cost of the project and the Town may have some materials available that can be used in lieu of purchasing them.
  - ❖ The Commission decided to prepare the bid package using unit prices for materials to allow for flexibility during contract negotiations.
7. The Commission discussed the Gravestone Restoration project, which will be divided into seven parts:
    - ❖ Five parts have been sent to Juliet, the final two will be sent asap.
    - ❖ Juliet will prepare the bid package and distribute to the Commission for review prior to advertising.
    - ❖ The project will potentially award multiple contracts.
    - ❖ Jen will investigate different options for price and quantity of D/2 cleaning solutions.
  8. The Commission discussed the protocol on seeding around new gravestones and who is responsible for doing this. Jen commented that there is no written policy but Alan always does.
  9. The Commission discussed how low the grass should be mowed in order to keep everything as green as possible. Liz expressed concern that the Cemeteries are being over-mowed.
  10. Liz commented that the Commission still needs to update their regulations and policies. Susan has extensive notes from past discussions and will bring them to the next meeting for the Commission to review. Andy noted that after they are written, the policies must be reviewed by Town Counsel and then approved by the Selectmen; time is of the essence.
  11. The Commission briefly discussed their meeting with the Selectmen, scheduled for the following day, to review the Wasserman report.
  12. The Commission set the deadline for both bidding projects (Road Re-alignment and Gravestone Restoration) to coincide with their next meeting, 10:00am on Tuesday, September 20, 2016.

Liz motioned to adjourn the meeting, Andy seconds the motion. No discussion, vote taken, passed unanimously.

**Susan** adjourned the meeting at 10:55am.

Minutes submitted by: Juliet Mulinare