



Edgartown Cemetery Commission Meeting Minutes

SEPTEMBER 20, 2016

I. CALL TO ORDER:

Andy called to order the meeting of the Cemetery Commission at 4:00pm on Tuesday, September 20, 2016 at the Edgartown Library, 2nd Floor Small Conference Room.

II. ROLL CALL:

The following persons were present:

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

Superintendent: Jen Morgan

III. OPEN ISSUES:

1. The Commission reviewed the meeting minutes from August 23, 2016.
2. Motion placed on the floor by Liz to approve the 8/23/16 meeting minutes, Susan seconds, vote taken and passed. Juliet will post the approved minutes.
3. The Commission discussed the Superintendent's report:
 - ❖ The Commission reviewed the bills paid for the month. The Committee discussed the larger line items including the purchase of new gator blades.
 - ❖ Jen informed the Commission that there were four burials this month.
 - ❖ No lots were sold but Jen has met with many interested people and brought deeds for the Commission to sign
 - ❖ 11th Ave has been measured, marked out and lot numbers installed (except where the road re-alignment project is happening). These are ready to sell next week.
 - ❖ Jen informed the Commission that Dennis quit and that Jimmy has another job offer to consider. The Commission discussed whether it's necessary to advertise for another employee. Andy said the Town Highway Department will be stepping in to help and that the Commission should speak with the Selectmen to make employment arrangements.
4. The Commission discussed the protocol for having payroll signed: If there is a Tuesday meeting the week of payroll, Jen will bring it to the meeting for signatures. If there is no meeting, Jen will leave payroll in the box at Town Hall and the second person to sign will deliver to accounting.
5. The Commission conducted the bid opening for project ref: CD-17-11, Cemetery Road Relocation and Landscaping. Two bids were received, one from White-Lynch for \$61,963 and one from TDR Landscaping for \$15,550. The Commission discussed the two bids and why there might be such a discrepancy in prices offered. After review of the bids, the Commission decided to accept the low bid from TDR, pending one more walk-through (per bidder's request) to confirm that the price offered was realistic.
6. Motion placed on the floor by Andy to hire TDR Landscaping for the Road Relocation project, pending one additional site visit. Susan seconds, vote taken and passed.

7. The Commission conducted the proposal opening for project ref: CD-17-12, Gravestone Restoration services for two cemeteries in Edgartown and one in Tisbury. There were two proposers for these projects, Alan Gowell of Martha's Vineyard Memorials and Ta Mara Conde from Historic Gravestone Services. The proposals were reviewed by the Commission and the qualifications of each vendor were discussed.
8. Motion placed on the floor by Liz to accept the proposals from Mr. Gowell for projects 1, 3, 6 and 7 and to accept the proposals from Ms. Conde for projects 2, 4 and 5.
Discussion: Project 7 in the RFP asked the proposer to provide a price for an engraving on ten new gravestones to indicate they are not the original stones. After reviewing the proposal, the Commission decided to shorten the engraving on the new stones to read: Replacement 2016 to significantly reduce the cost.
Susan seconds, vote taken and passed.
9. Jen and Andy discussed recording payroll hours and the need for all work to be supervised as the Commission is under tight scrutiny with the Town.

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

Andy adjourned the meeting at 5:40pm.

Minutes submitted by: Juliet Mulinare