



## Edgartown Cemetery Commission Meeting Minutes

OCTOBER 11, 2016

### **I. CALL TO ORDER:**

Andy called to order the meeting of the Cemetery Commission at 4:09pm on Tuesday, October 11, 2016 at the Edgartown Library, 2<sup>nd</sup> 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 September 20, 2016.
2. Motion placed on the floor by Liz to approve the 9/20/16 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 majority of the bills were for advertising for the Road Relocation and Gravestone Restoration projects.
  - ❖ Jen informed the Commission that there were seven lots sold, mostly on 11<sup>th</sup> Ave. She will need more signed deeds from the Commission.
  - ❖ Jen informed the Commission that Jimmy quit as well and there are no longer any season employees. He was able to tidy up the cemetery before he left. Andy would like to write a letter to the Selectmen informing them of the situation: hiring an additional employee is not necessary as long as the Highway Dept. can offer some assistance in maintaining the cemetery grounds throughout the fall, cleaning up leaves etc.
4. The Commission discussed some site-specific inquiries regarding what can be planted around gravestones without the Commission's approval (grass seed, ok) and what cannot (trees).
5. The Commission discussed the Veteran's section of the Westside Cemetery and what the parameters for being buried there are. Discussion of expanding this area was also offered.
6. The Commission discussed the best place for the raked leaves to be deposited. Susan would like to see the roads left cleaner (less brown from leaf debris), to the extent it is possible.
7. The Commission decided to revisit their plan to update the Cemetery Regulations, Policies and Procedures. Susan provided notes and past minutes for the Commission to review. A special meeting to determine these new regulations was scheduled for Tuesday, October 18, 2016 at 10am.

8. Liz informed the Commission that she spoke with Alan about the engraving on the replacement gravestones. Alan offered a reduced price to engrave just the date, instead of the additional wording originally proposed by the Commission, and he felt it was better placed on the back side of the stone.
9. Motion placed on the floor by Liz to engrave "2016" on the back of the replacement gravestones at Tower Hill Cemetery. Andy seconds, no discussion, vote taken and passed.
10. Andy updated the Commission on the Road Relocation project at the New Westside. TDR will be finishing up this week and everything looks great. There will be a small change order for some extra work associated with lengthening the road a few feet.
11. Motion placed on the floor by Susan to pay all three TDR invoices for the Road Relocation project, for (the total contract price) \$15,550. Debbie seconds, no discussion, vote taken and passed.
12. The Commission discussed the next phase of the project. Andy would like to plant the newly constructed berm but is concerned the trees might suffer if planted too late in the season. Alternatively, they could move forward with the clearing of the trees for the next few avenues, as that work can easily be done over the winter. Because the cost of the Road Relocation was so much lower than anticipated, the Commission still has the money to accomplish this.
13. The Commission discussed the status of their other project, the Gravestone Restoration services. Juliet is working on the contracts and putting together the payment plans. The contracts for Edgartown should be kept separate from Tisbury's on this project.
14. The Commission discussed the cost of the road markers installed at the end of each Avenue, Jen will get a price from Alan.
15. Liz would like to finalize the Tower Hill Gravestone list with Jen and upload it to the Town website. As soon as Jen's other responsibilities subside, they will work on this together.
16. The Commission will meet next month on Tuesday, 11/15 at 4pm. This meeting will begin with a site visit to the NWS Veteran's section. Prior to that, there will be a special meeting next week, Tues 10/18, to update policies.

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

**Andy** adjourned the meeting at 5:10pm.

Minutes submitted by: Juliet Mulinare