



Edgartown Cemetery Commission Meeting Minutes

NOVEMBER 15, 2016

I. CALL TO ORDER:

Andy called to order the meeting of the Cemetery Commission at 4:09pm on Tuesday, November 15, 2016, at the Edgartown Library, 2nd Floor Small Conference Room.

II. ROLL CALL:

The following persons were present:

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

Superintendent: Jen Morgan.

III. OPEN ISSUES:

1. The Commission reviewed the meeting minutes from October 11, 2016.
2. Motion placed on the floor by Liz to approve the 10/11/16 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. No major expenses to report.
 - ❖ Jen informed the Commission that there were five burials (all urns) and one pending for the following Saturday.
 - ❖ Lots sold: Five half lots, three full lots and a cremation lot.
 - ❖ Jen informed the Commission that the water in the cemeteries has been shut off for the winter.
 - ❖ A letter from Alan Gowell was presented to the Commission regarding a damaged flat marker stone belonging to a client of Donaroma's, Mr. Goltra. The stone was likely damaged by a riding lawn mower and Alan feels the Town should accept responsibility and replace it, as it was first set just over a year ago. He offered to perform his portion of the work for a fair price, if the Town took responsibility for replacing the stone.
4. The Commission discussed how to handle the damaged gravestone. The rules and regulations were reviewed and discussed, with a focus on rule #17, that states the Town is not responsible for damage to any marker or monument. Liz commented that there are two issues with this situation: whether the Town should pay to replace Mrs. Goltra's stone, since Town equipment damaged it; and furthermore, how best to prevent this type of mower damage to markers in the future. Jen reminded the Commission that the cemetery rules state that stones must be flush with the ground when initially set; this stone was set improperly. Andy questioned whether there were policies in place for how the stones are to be set. The Commission decided to accept responsibility for replacing the damaged gravestone.

5. Motion placed on the floor by Liz to pay for Mrs. Goltra's replacement stone and to authorize Alan Gowell to rework said stone for the price he offered. Susan seconds, vote taken and passed.
6. Motion placed on the floor by Liz that all flat gravestones must be installed flush to the ground so a riding mower cannot damage them, and that anyone tasked with installing stones must be made aware of this; Debbie seconds, vote taken and passed.
7. The Commission discussed the necessity for policies that dictate how the stones are placed; if responsibility for cemetery maintenance is transferred to the Highway Department, there will be multiple employees operating the mower and the risk of damaging the stones is increased.
8. Jen presented a map of the current layout of the Veteran's section of the Old Westside. The Commission discussed how much space is available for additional caskets and urns and how that space should be organized. Jen will go back and measure to determine how many urns will fit; there is only room for two more caskets.
9. The Commission discussed how to designate the Veteran's section, either with a plaque, or some other type of sign, to acknowledge their honor. Jen will reach out to a Veteran's agent to further research this.
10. The Commission discussed the FY18 budget: the Cemetery Department does not require any articles.
11. The Commission discussed the FY17 Town Report. Susan will draft this for the Commission to review, prior to the January 6, 2017 due date.
12. Jen informed the Commission that she reached out to Brian Kennedy but he hasn't returned her call. She said the Highway Dept won't be able to help with leaf clean-up for a little while. Andy clarified, and Jen confirmed, that with the dump truck, Jen can handle the removal of leaves until mid December
13. The Commission reviewed payroll.
14. Liz presented some options for the style and color of the replacement stones at Tower Hill.
15. Motion placed on the floor by Susan to give Liz full discretion in the choosing of the replacement stones. Debbie seconds, vote taken and passed unanimously.
16. The Commission discussed the need for the updated Cemetery Rules and Regulations and scheduled a special meeting on 11/29/16 to work on this.
17. The Commission discussed a request by John Magnuson to park vehicles across the street from a construction project he is doing, on Cemetery land. He offered to remove the green stakes and replace them, as well as putting down seed and topsoil by May.
18. Motion placed on the floor by Liz to grant John's request (as stated in a letter he wrote to the Selectmen). Susan seconds, vote taken and passed.
19. The Selectmen have requested a meeting with the Commissioners for 11/22/16 at 10:00am. The meeting will be public but will not be open to public discussion. The Selectmen would like the opportunity to explain the changes that have been recommended by the Wasserman Report. Andy asked the Commissioners to prepare any questions they may have.
20. Jen expressed her concern that throughout this whole process, no one has been clear or proactive about informing her of what these changes mean for her job as Superintendent.
21. Andy informed the Commission that Pam emailed him requesting that the Commission vote to transfer duties and responsibilities to the Highway Department. The Commission determined that this vote was not within their authority and that it must be presented to the voters at Annual Town Meeting.
22. The Commission discussed the logistics of having the Highway Department take on the responsibilities of the Superintendent, specifically, the protocol for burials, which usually take place on weekends.

23. The Commission discussed moving the Cemetery office to Town Hall for the winter. The shed that Jen works out of is not heated and there is no running water. The Commission feels the working conditions are much more appropriate at Town Hall and they don't like the idea of Jen spending the winter working out of the shed. Furthermore, the move to Town Hall allows for additional oversight of Jen's duties, and as the Commission has been under such scrutiny for the past year, this is a good faith gesture. Susan reminded the Commission that this move has been discussed and voted on in the past, citing a general concern for the safety of equipment in addition to personnel. Finally, moving the office for the winter season is a great way to back up files and archives electronically.
24. Motion placed on the floor by Liz to move the Cemetery office to Town Hall from December 15, 2016 to April 15, 2017. Susan seconds, vote taken and passed.
25. Liz informed the Commission that she asked CPC for \$40,000 for more gravestone restoration work. Alan has completed his portion of the work at the Old Westside and has straightened the stones in Tower Hill but has not cleaned them yet. She said everything looks great.

Susan 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