



## Edgartown Cemetery Commission Meeting Minutes

DECEMBER 19, 2016

### I. CALL TO ORDER:

This meeting was convened during a regular Edgartown Selectman's meeting in the Selectmen's Meeting room at Town Hall at 4:00pm on December 19, 2016.

### II. ROLL CALL:

The following persons were present:

**Cemetery Commission:** Andy Kelly, Susan Brown, Liz Villard, Debbie Manley-Smith.

### III. OPEN ISSUES:

1. Andy described how Stuart Fuller, Head of the Highway Department and Selectman Donoroma had attended a Cemetery Commission meeting the previous week. During that meeting, all remaining issues about how the Highway Department would be taking over the maintenance of Edgartown's Cemetery would work were clarified. The new version has been presented to the Selectmen (ATTACHED HERE).
2. Both Selectmen and Commissioners were clearly in agreement with this version and it was agreed that the final decision about who to hire for the new administrative position will be solely at the discretion of the Commission.
3. Susan made a motion for the Commission to accept the proposal. It was second by Liz Villard. It passed unanimously.

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

Minutes submitted by: Liz Villard



TOWN OF EDGARTOWN  
*Massachusetts*

**CEMETERY COMMISSION**

ANDREW KELLY, *Chairman*  
ELIZABETH VILLARD, *Member*  
SUSAN BROWN, *Member*  
DEBBIE MANLEY-SMITH, *Member*

70 Main St  
P.O. Box 3413  
Edgartown, MA 02539  
508-627-6185  
Fax: 508-627-6123

December 16, 2016

To the Board of Selectmen,

The Cemetery Commission met with Stuart Fuller and Michael Donaroma last week to discuss the logistics of transferring the maintenance responsibilities of the Town's four cemeteries to the Highway Department. With this transition comes a restructuring of department functions and employees. The Commission has discussed the proposed changes at length and requests that you review the modified 'Essential Functions' section of the job description provided to define the newly created administrative position. The Commission understands that this job description will still need to be reviewed and approved by the Personnel Board and that a pay grade and step has not yet been applied.

In addition to the job description, the Commission requests that you review the attached responses to the recommendations provided by the Board of Selectmen at the joint 11/22/16 meeting.

The Commission looks forward to discussing this at the December 19, 2016 Selectmen's Meeting.

Respectfully,

The Edgartown Cemetery Commission

## **ADMINISTRATIVE ASSISTANT to CEMETERY COMMISSION**

### **JOB DESCRIPTION -- ESSENTIAL FUNCTIONS:**

- ❖ Assists the public with the purchase of gravesites
- ❖ Collects and deposits payments and maintains required record of sales for permanent files
- ❖ Responds to inquiries, requests or concerns from the public and other Town departments regarding department operations or regulations
- ❖ Corresponds and coordinates with families and funeral directors regarding funeral arrangements
- ❖ Prepares and updates Cemetery maps and lists of burials; Ensures records are maintained electronically and uploads to Town website
- ❖ Performs administrative and clerical functions for the department; prepares accounts payable warrants; maintains Cemetery financial records; monitors budget expenditures; attends meetings and prepares minutes
- ❖ Assists in documenting historic gravestone information and prepares grants for restoration

## SELECTMEN RECOMMENDATIONS & COMMISSION COMMENTS

- ❖ All maintenance of the Cemeteries will be turned over to the Edgartown Highway Department.  
*The Commission requests joint responsibility and oversight with the Highway Department for the maintenance of the four cemeteries.*
- ❖ The Cemetery Commissioners will still be in charge of future planning for the cemetery, rules and regulations, sale of lots, etc.  
*The Commission requests that “grant work” as well as “oversee the following [existing] accounts: Murray, Pease, Perpetual, and Sale of Lots and Plots” be included here.*
- ❖ The Cemetery Commissioners will have a 10 hour per week assistant. This person will have a desk at Town Hall.  
*The Commission requests this position be 15 hours per week.*
- ❖ The Highway Superintendent will be solely in charge of the general maintenance of the cemetery and equipment. The Highway Superintendent will meet with the Commissioners from time to time to discuss upcoming projects.  
*The Commission requests joint responsibility and wishes to co-coordinate the maintenance of the cemeteries*  
*The Commission also requests the attendance of the Superintendent, or his designee, at Cemetery meetings, for a minimum of one year, following the transfer of maintenance responsibilities to the Highway Department.*
- ❖ All burial plots, including cremation will be dug by the funeral home’s employee. No Edgartown employee may contract with the funeral home to provide this service.  
*The Commission requests the language “both casket and urn” instead of “including cremation”, here.*

### BUDGETS:

- ❖ The Cemetery budget will have \$1,000.00 in the expense column for use by the assistant.  
*The Commission requests clarification as to who will be responsible for paying any utility bills (water & electric).*
- ❖ The remaining funds will be transferred to the Highway Department budget.  
*The Commission agrees to transfer funds with the exception of the following accounts: Murray (Tower Hill), Pease (Pease family gravestones only), Perpetual (care of Westside Cemeteries) and Lots and Plots Sales (for further expansion projects).*