

EDGARTOWN CEMETERY COMMISSION

NOVEMBER 18, 2014 MINUTES

Susan Brown, Liz Villard, Andy Kelly present. Jen Morgan absent due to illness.

Pam Dolby comes by and discusses the town moving toward a Department of Public Works, with the Cemetery Dept. under the supervision of the Highway Dept. The Cemetery Supt. (Jen) would still have a job and would become a Highway Dept. employee. The Cemetery Commissioners would remain and give advice and consult with the Highway Supt. Liz notes that the Commissioners are the conscience of the cemetery and must be kept. Andy says he would like to see the DPW proposal in a written form. This will help us to evaluate the form and make any necessary revisions. The Commissioners realize that the Cemetery Supt. job description will have to be revised. Liz notes that if the consolidation goes through much of the equipment issue will be resolved. Also, that the Highway Dept. (Stuart) will feel a responsibility to us. This will be a test case: let us be first!

Marilyn Wortman comes by and says we must sign the Personnel Budget now. Just the salary for Jen and a part time person.

Commissioners all agree that Jen (Supt.) needs to give us written information as to the procedure for selling grave lots, funerals, casket, urn, funeral home contact and procedures, grave digger, etc., in short all the things we should know when she is on vacation or away from the job for other reasons. Commissioners should all have a copy and a run through with Jen.

Discussion about a "winter office" in town hall. We have been told there is room for Jen to have a dedicated office space. Question about transferring computer/printer from shed to town hall, telephone line, message machine.

Should Jen have a dedicated work only cell phone?

Time sheets need to be completed with greater accuracy. Breakdown of hours for each job. what jobs were performed each day.

Liz give update on CPA Grant. Tamora Conde is expected on Island tomorrow. She and Liz will first go to Vineyard Haven on Thursday and Susan will accompany Tamora to Tower Hill on Friday morning. She will go on to Old Westside in the afternoon.

Liz notes that Ms. report will indicate what work can be done by cemetery staff, what work can be done by Alan Gowell (Island Monument man) and what work needs to be outsourced to professionals.

Liz notes the MVHPT has agreed to repair the Dr. Fisher monument in Old Westside.

Next meeting: Tuesday, December 2, 2014, Town Hall

Addendum: Susan met with Tamora Conde and took her to Tower Hill. Ms Conde set to work assessing stones using reference material supplied by Liz. Jen came by as did Alan Gowell who had asked to be present and meet Ms. Conde. They had a nice conversation. Tamora shared her expert knowledge about stone conditions and repairs. She said they were in quite good condition when one considers they are exposed to salt air.

**EDGARTOWN CEMETERY DEPARTMENT
NOVEMBER 18, 2014 MEETING
SUPERINTENDENT'S REPORT**

- Bills paid: 11/5/14 - \$54.06 11/18/14 - 0 12/3/14 -
- No burials
- No cemetery lots sold
- Sign was placed on the door of the shed
- Water was turned off for the season

- FY16 operating budget due on 12/5/14 – Shall I submit the current budget, with a 2 1/2% increase?

- I spoke with Morrison's Power Equipment regarding a price for a new ride-on/tractor, basically the most current model of existing 42" fab deck mower we are using. Our price would be \$2,160.00 \$4500.00

- Caleb is still in Oregon with his family, and will be driving back the day after Thanksgiving, and plans to work through his remaining weeks.

- I have left two messages with Brian Kennedy of the Trial Court Community Services program, asking for help with leaf removal. I have not heard back from him. Should I consider trying to hire one or two people as sub-contractors, to assist with leaves? Or just do what we can this year?

- Received estimate from Alex Morrison, for mowing and trimming OWS and NWS for a season. \$98,500.00.

- Spread sheet for FY14 and FY15 payroll for seasonal labor
Differences in balances:
 - Hourly rate was raised by \$1.00
 - Mike stopped working in September last year. This year there were two seasonal employees still working through October.