

Accepted
7/21/2011**Bellingham Cemetery Committee**

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Sextons**Meeting Minutes****April 14, 2011 @ the DPW**

Members:

James Haughey (JH)	- Chairman
Francis Cartier (FC)	- Vice-Chairman
William Spear (BS)	- Member

Attendee:

Donald F. DiMartino (DD)	- DPW Director (Ex. Sec. to Cem Com)
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JH called the meeting to order at 2:00 PM.

On a FC motion, seconded by BS, the October 28, 2010 meeting minutes were unanimously accepted.

JH initiated the discussion on annual reorganization of the Committee. On a FC motion, seconded by BS, JH was unanimously voted Chairman. On a BS motion, seconded by JH, FC was unanimously voted Vice Chairman.

DD reported that he had not had time to update the accounts spreadsheet. Discussion on finances was tabled.

DD reported that the ground penetrating radar firm was planning to perform the study of Center Cemetery on Friday April 22nd.

JH volunteered to pursue the purchase and installation of a sign for the Depot Street cemetery similar to those installed at Scott and Center Cemeteries. FC made a motion, seconded by BS, and it was unanimously voted to expend funds not to exceed \$250.00 for a Depot St Cemetery sign.

DD reported that the DPW has no inventory of millings (reprocessed asphalt product) available and therefore the plan to improve the road at Center Cemetery is on hold. It will remain on hold until such time as the DPW Town obtains millings from a road rehab project.

DD reported that the DPW would be installing the meter and yard hydrant to complete the water service installation to Center and Union Cemetery that was started in 2010.

FC suggested DD contact the columbarium supplier to obtain updated pricing on a similar columbarium (48 niche) and large columbarium (64 niche). DD will report the costs at the next meeting. There was some discussion about the location of future columbariums at Scott Cemetery. It was agreed that the next meeting would start at the DPW but be adjourned to Scott Cemetery in an effort to create a master plan for columbariums.

DD apologized again for not being able to find time to get a contractor to start work on the grave stone rehab project, noting the complications in this type of procurement. JH indicated that no apology was needed understanding that Cemetery activities are only a small portion of DD's work load.

DD reported that since the last meeting one niche had been sold to the Young family and Mr. Young interred. He also reported that paperwork and payment is forthcoming from the Paulhus family to purchase a niche that has been held for them in an adjacent block to the other Paulhus niches. Mr. Paulhus had also requested another adjacent niche be held.

DD reported that David Paulhus had been recently interred in one of the family's columbarium niche.

DD reported that a four gravesite plot had been sold to the Nelson family of Geordan Road in the section reserved for four or larger family plots.

Under New Business, DD and FC lead discussion of the issues found at the Alba family plot at the Scott Cemetery while laying out the excavation area for recently deceased John Alba. A sketch DD had prepared was reviewed. Previous cemetery managers had placed long deceased Michael Alba's vault or adjacent vaults in a location that did not allow the two remaining vaults to fit within the three grave Alba family plot. Also, the family monument was placed on top of Michael's vault. FC and DD had met at the cemetery and decided to place John's vault at the northern most edge of the three grave plot.

After a brief discussion, on a motion by FC, seconded by BS, it was unanimously voted to have the DPW staff relocate Michael Alba's remains to the south edge of the plot, install an unsealed vault for Mrs. Alba Garcia to be placed between Michael and John when she passes and all work to be done at no cost to the family.

Discussion continued and it was agreed FC would approach Mrs. Alba Garcia after a grieving period and explain the work that has to be done. Work would be better done sooner than later so that this item is not forgotten.

The work could be done when Mrs. Alba Garcia passes. DD will place a detail note in the Legacy Mark database for her grave as a reminder just in case the work cannot be processed quickly.

All vault moving should and will be done by the vault company. FC will schedule that and vault installation for Mrs. Alba Garcia's vault.

The work would require the removal and replacement of the monument. FC will assist the DPW by borrowing the sling used by St. Jean the Baptist Cemetery.

Continuing under new business, FC mentioned the situation he had at hand with the cremated remains of an indigent individual. He suggested the remains be scattered at the Scott Cemetery near the rock horse mounting step in the old section of Scott Cemetery and some engraving done on the end wall of the columbarium. JH was not keen on the scattering due to concerns about bone fragments. He suggested instead that the bottom row of niches on the back of the columbarium be reserved for indigent individuals. After a short discussion, on a FC motion, seconded by BS, it was unanimously

voted to reserve the bottom row of the back of the Scott Cemetery columbarium for indigent individuals, two urns to be placed per niche with all fees for niche purchase, interment and door engraving waived and all costs covered by Cemetery Committee accounts.

Discussion continued regarding the engraving of the indigent doors. Two surnames with full name and birth date and day of death should fit nicely on the niche doors.

FC continued the discussion regarding engraving the end walls of the columbarium. After a brief discussion, it was agreed that DD will contact Ackerman Monument and have them price out engraving the phrase “In Loving Memory of” with non-secular admonishments at each end of the phrase on the top of the wall. There was discussion of a vertical dividing line also, but it was agreed to see what Ackerman thought about that and their suggestions and pricing.

The 2011 meeting schedule was discussed and July 21st, October 20th and December 15th will be the posted meetings of the Committee.

There being no further business, the meeting adjourned at 2:50 PM on a motion by FC, seconded by BS and made unanimous by vote.

Respectfully prepared and submitted by Donald F. DiMartino

10/27/2011

Bellingham Cemetery Committee

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Sextons

Meeting Minutes

July 21, 2011 @ the DPW

Members:

James Haughey (JH)	- Chairman
Francis Cartier (FC)	- Vice-Chairman
William Spear (BS)	- Member

Attendee:

Donald F. DiMartino (DD) - DPW Director (Ex. Sec. to Cem Com)

JH called the meeting to order at 2:00 PM.

On a FC motion, seconded by BS, the April 21, 2011 meeting minutes were unanimously accepted.

DD submitted the updated accounts spreadsheet, which JH read for the record. The question was raised as to whether we could spend Perpetual Care funds. DD thought it was an annuity and we could only spend the interest earned. He will check with the CFO for confirmation of the funds available for a new columbarium.

DD reported that the ground penetrating radar firm completed their work and DD had mapped the area. It will require that we modify the graves that are for sale at Center Cemetery to avoid probably existing remains. It was decided to visit the Center Cemetery as part of the October meeting.

DD reported that the DPW is waiting for sign post and the Depot Street Cemetery sign will soon be installed.

DD reported on new Columbarium cost estimates. The 48 niche unit, which is exactly what we have now, would cost \$22,000. The larger 64 niche columbarium would cost \$29,000. After a brief discussion, it was agreed to request funding of \$35,000 at the fall town meeting with some funds coming from the Cemetery Committee accounts: Sale of Graves, Interment, and Perpetual Care if that was allowed. Any additional funds would be requested from free cash. Location of the expanded columbarium complex was tabled until later in the meeting when all planned to visit the Scott Cemetery. On a motion by FC, seconded by BS, it was unanimously voted to petition the town meeting for a capital expense of \$35,000 to construct the second columbarium at Scott Cemetery and potentially the base for the third.

No work has been started on the Grave Stone Rehab. DD will contact Ackerman to commence work as soon as possible on stones at the North Cemetery.

The revised engraving of the Niche doors has been completed. DPW staff will be swapping out the panels as time allows. This corrects the minor alignment issue created when the military service line was added to the template for niche door engraving.

DD and FC presented findings and issues with Scott Cemetery previous burials and sales. Many vaults were installed such that insufficient space was provided to utilize all of the family plots. This was true for Alba's, Staples and Ferris families and there may be others.

To resolve the matters and make sure families have sufficient space for future burials, alternate graves were assigned in the database. The Staples family was assigned graves 16 and 17 in Row 6 adjacent to their plot. The Ferris family was assigned graves 13 and 14 in Row 6 adjacent to their plots. The Alba plot will need to be completely excavated and the vaults and monument relocated. FC suggested that when doing the Alba modification that the third vault be installed. All were agreeable to that suggestion. The DPW will schedule the work with FC coordinating discussion with Mrs. Garcia (Alba) and the vault company.

DD passed out color niche sale tracking sheets and noted recent sales to more Paulhus family members as well as the Remillard's of Harpin Street. There were no niche interments since the last meeting.

DD noted the sale of two graves at Scott Cemetery to the Durgin's and interments of Staples, Wall, Carlisle, Durgin, and Briggs family members since the last meeting.

DD reported that Mr. Everett Brailey had dropped by and sent us a lot of information regarding the final resting places of several relatives of General John M. Thayer. Several children of General Thayer are likely interred in Center Cemetery near the Thayer monument adjacent to the crypt. Mr. Brailey has been doing a significant amount of research and is confident he has identified the final resting place for many of General Thayer's children. DD will add this information to the Town Legacy Mark database.

FC had been able to obtain old deeds from the Simpson Brigg family and they will be updated with corrected reference to our new database. The family expressed an interest in purchasing additional graves and therefore new deeds will be issued at that time.

JH requested that a grave at Scott Cemetery be assigned for past police officer Victor Panatossi who is extremely ill and indigent. On a motion by FC, seconded by BS, it was unanimously voted to provide Mr. Panatossi with a grave in Row 4 of Section 2 at Scott Cemetery free of charge.

There being no further business, the meeting adjourned at 2:50 PM to the Scott Cemetery to discuss layout of the second and third columbarium.

The meeting was called back to order at 3:10 PM at Scott Cemetery.

The discussion at the cemetery was placement of the next columbarium. It was agreed it should be constructed in the center of the back road, north of the existing columbarium and near the birch trees. It would be placed parallel to the access road. The third and final columbarium for this area would go to the north of the second one, with a roughly symmetrical geometry.

FC suggested the new wastebasket be relocated to expedite hearse and other large vehicle turns. DD indicated that he would have the Parks staff address the matter.

There being no other business, the meeting adjourned at 3:30 PM on a motion by FC, seconded by BS and made unanimous by vote.

Respectfully prepared and submitted by Donald F. DiMartino

12/21/2011

Bellingham Cemetery Committee

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Sextons**Meeting Minutes****October 27, 2011 @ the DPW**AS
Amended

Members:

James Haughey (JH)	- Chairman
Francis Cartier (FC)	- Vice-Chairman
William Spear (BS)	- Member

Attendee:

Donald F. DiMartino (DD)	- DPW Director (Ex. Sec. to Cem Com)
Brian Towne (BT)	- Town Resident & Eagle Boy Scout Candidate
Diana Towne (DT)	- Mother of Brian
Daniel Carlisle (DC)	- Town Resident – Gravesite Purchase Questions

JH called the meeting to order at 2:10 PM.

JH introduced BT. BT verbally presented his proposed Eagle Scout project, noting that to obtain Eagle Scout status he must find, plan and manage a community service project. He intends to paint the doors at the Center Cemetery crypt and do some weed removal. At the Scott Cemetery he plans: to clear weeds from around the columbarium and existing stones and monuments, to raise funds for a flag pole and granite benches for the new columbarium, to plant low maintenance flowers near the existing flag pole near Center Street, and to clean some of the monuments and grave markers that are dirty or discolored.

Committee members commended BT on his initiative but expressed some concerns including: the desire to have a written proposal on which they could vote, that some family members may not want monuments of loved ones cleaned, that cleaning techniques could discolor or otherwise adversely affect the stone or monument, and the need to raise flat markers rather than just cut weeds and grass.

Various means to contact the living family members before any work on the monuments was discussed includes: Bellingham Bulletin article or ad, Website, and cable TV posting.

BT will prepare a written plan, which he needs to present to the Boy Scout Council before the project is approved and he and DT will attend the December meeting with his more detailed plans. BT and DT thanked the members for their consideration and noted how appreciative they were to find it easy to contact the Cemetery Committee via information found on the Town's website.

BT and DT were excused.

On a FC/BS motion, the July 21, 2011 meeting minutes were unanimously accepted.

The account status sheet was reviewed and the new account for \$35,000 for the new columbarium was noted. Funding was approved at the October Town Meeting with \$19,000 from the general fund and a transfer of \$16,000 from sale of graves and interment accounts.

The Ground Penetrating Radar survey results were discussed. After a brief discussion and review of the maps presented by DD, it was decided to cease the sale of any graves in Section 1 Row 3 due to the likelihood of previous undocumented and unmarked burials.

On a BS/FC motion, it was unanimously voted that all Section 1 Row 3 graves previously marked as “For Sale” will be removed from the “For Sale” inventory.

DD reported that Ackerman would soon be engraving the ends of the existing Columbarium.

DD reported that he would be preparing and advertising the bid for the second Scott Cemetery Columbarium.

DD reported that Ackerman Monument had straightened several graves in the north end of the North Cemetery. They did just under \$1,000 worth of work using sand to reset the monuments that were leaning. JH suggested we now ask Jay Rowe to do the same, perform about \$1,000 worth of monument straightening and we can compare the results of the two firms. DD noted that the cost for North Cemetery work would come out of the old North – Oak Hill Cemetery account first (\$3,921.80 balance) before use of the \$10,000 for grave stone rehab was touched. All agreed the work to be done first is straightening only, no stone repair or cleaning.

DD noted that Oak Hill Cemetery obviously had some cleaning done and suggested we investigate the process used.

DD reported on the monument work at the Center Cemetery related to the Hetu/Winn/DiMinico and Altomonte gravesites and monument revisions. He had met with Mr. Arthur Hetu, who approved the revised location for the Hetu monument. The relocation of this monument made space for the Altomonte monument at the head and center of their three gravesites. DD also reported that he had placed markers on the Winn graves, ordered the Albert Winn veterans marker, and amended the database with who is interred where based on the wealth of knowledge shared by Mr. Hetu.

DD and FC explained the planned DPW work to determine who is actually interred in the Staples, Ferris, and Alba/Garcia graves in Row 7 of Section 1 at Scott Cemetery. All agreed we should excavate and try to correct our predecessor’s past errors of vault placement. It was also agreed that a mini-excavator should be rented or hired as the DPW equipment is ill suited for this work.

DD reported on Niche and Gravesite sales and interments since the last meeting:

- Niche Sale
 - Lind’s - Paulhus Niece
 - Mazzola of Bliss Rd
- Niche Interments – None
- Gravesite Sale

- McDonald – Single for 3 Urns Scott Cemetery
- Lawlor – Two graves Scott Cemetery
- Burials
 - Mr. Edward Lawlor – Scott – Casket
 - Mancini Family - Judith Bliss – Scott – Casket – Questionable space at Scott
 - Simpson Family – Kenneth Briggs – Scott – Urn at Scott
 - Helen Dufresne – Urn – Center

FC noted a proposed niche interment scheduled for Saturday October 29th (James J Serra) whose family will purchase the back lower left niche at the columbarium. FC will perform the interment and file all forms for the family. DD lent the niche panel wrench to FC.

DD reported that he had added information to the database for Center Cemetery that he had found in the old Russell Chase files. He also entered the Thayer family information compiled by Mr. Everett Brailey. FC had sent DD some old deed information about the Simpson graves in Scott Cemetery. DD will hold off on updating the database as additional graves are likely to be purchased by the Simpson family.

DD brought in DC who had requested a minimum of two, but preferably four, casket burial sites in the Center Cemetery near his mother, father, and son. There was a discussion mostly about the possibility of stacked double casket vaults and possible minor relocation of existing urns. DC was asked to discuss the options with his family to determine if such an option was viable as there is no good space in the immediate area. The topic was tabled until the next meeting when hopefully DC will be able to provide further input.

FC brought up the new business of the possible acquisition of the Oak Hill Cemetery. He believes the present manager (Julie Thompson) is ready to give up the cemetery due to lack of funds and assistance with property maintenance. JH noted that several months ago he had discussed the option with Ms. Thompson and did not get any indication that she and the Oak Hill Committee were ready to relinquish the cemetery. BS was not sure about the interest of other Oak Hill Committee members ~~Walter~~ Fink and Virginia King. JH indicated that he would contact Ms. Thompson and invite her to our next meeting to discuss this matter and the stone cleaning technique used at Oak Hill.

Wallace
12/22/11

Due to inclement weather the planned visit to the Center Cemetery was canceled.

JH requested the date of the next meeting be changed from 12/15/2011 to 12/22/2011. All agreed.

There being no other business, the meeting was adjourned at 3:30 PM on a BS/FC motion, duly voted.

Respectfully prepared and submitted by Donald F. DiMartino

4/19/2012

Bellingham Cemetery Committee

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Sextons**Meeting Minutes****December 22, 2011 @ the DPW**

Members:

James Haughey (JH)	- Chairman
Francis Cartier (FC)	- Vice-Chairman (Absent)
William Spear (BS)	- Member

Attendee:

Donald F. DiMartino (DD)	- DPW Director (Ex. Sec. to Cem Com)
Brian Towne (BT)	- Town Resident & Eagle Boy Scout Candidate
Julie Thompson (JT)	- Oak Hill Cemetery Committee Chair/Pres

JH called the meeting to order at 2:00 PM.

On a BS motion, seconded by JH, the October 27, 2011 meeting minutes were unanimously accepted with the correction on page three, fifth line in fourth to last paragraph: "Walter" Fink changed to "Wallace" Fink. Correction noted by BS.

JH welcomed JT and asked for a report on the status of Oak Hill Cemetery. JT reported that she and her family were the primary caretakers and was seeking assistance from other members of the Oak Hill Cemetery Committee but that no one had come forward. Members of the King and Fink families had offered to assist in the Oak Hill maintenance but JT had seen little help to date. She and her family spent three weekends cleaning up after tropical storm Irene.

She stated that she has no desire to turn the cemetery over to the Town but cannot do it all on her own.

JH and DD suggested that the Town has no desire to take over the cemetery but the Bellingham Cemetery Committee was available to assist, not wanting any cemetery in Bellingham forgotten. There was a brief discussion on Depot Street Cemetery and how it had been neglected and there was no desire to have that happen to any other cemetery in Bellingham.

JH asked about the management structure of the Oak Hill Cemetery and JT noted that there was no formal committee. She joined in 2003 and became President in 2004 succeeding Mrs. McCracken.

There was a heated discussion initiated by BS who received an anonymous phone call indicating that he should leave the Bellingham committee and JT fill the open position. He expressed no intention of leaving his position. JT clarified that she would like to serve on the Bellingham Committee and had submitted papers for appointment in the past but had no desire to oust any existing member to gain a seat.

JT thanked the Bellingham Committee for offering assistance.

Discussion moved to the cleaning of monuments. BT indicated he planned to have the Boy Scouts clean the monuments with soap, water and brushes. JT explained how the Girl Scouts cleaned the Oak Hill monuments and that she had buckets and brushes that the Boy Scouts may borrow. She suggested hard bristle brushes but not wire brushes. BT and JT exchanged contact information.

Having no further business with the Committee, JT departed.

JH recognized BT and asked that he detail his Eagle Scout Project. BT summarized the proposal (written proposal from BT dated November 17, 2011 attached to these minutes).

There was a brief discussion regarding a flag pole that BT had available through a donation. The size of the pole may be a critical factor in determining its location but JH indicated that the Cemetery Committee would find a place to use it.

On a BS motion, seconded by JH, BT's proposed Eagle Scout Project was unanimously approved.

JH noted that he will be back in Town by the middle of April 2012 and if that fits BT's schedule, he would like to be informed and involved with the project.

Having no further business with the Committee, BT departed.

DD reported on other agenda items:

Columbarium end engraving – ordered from Ackerman Monument not yet completed. The advertised bids for Columbarium #2 (64 niche) were opened on December 15th. Watertown Cremation Products was the low and only bidder at \$25,984.00. JH noted that Watertown had supplied our first columbarium.

On a BS motion, seconded by JH, it was unanimously voted to award the contract to Watertown Cremation Products.

DD indicated that the optional bid item for each matching granite bench was \$700.00. JH suggested no benches be ordered at this time.

There was a brief discussion on the panel in the lower right side of the existing columbarium. DD reported that Watertown was aware that the granite was not an exact match and that the situation would be rectified.

DD reported that he was unable to bring Jay Rowe in to rehabilitate monuments. Mr. Rowe will be out of the country until the spring. JH praised Ackerman Monument on the job they did at North Cemetery and suggested Ackerman be asked to do more of the same.

DD reported on the account status and presented the updated summary spreadsheet (copy attached). He asked the members if they had any other specific project to suggest for the roughly \$3,500 that would be available in the annual budget and that must be spent before June 30, 2012. After a brief

discussion, it was agreed to hold off any use of these funds in case the columbarium project needed additional funds. BS agreed that no additional expenses should be planned at this time.

DD stated that the FY2013 budget had been submitted with level funding.

DD reported that the work to correct past vault placement issues at Scott Cemetery in Alba, Ferris and Staples plots was still on the DPW work list but as of yet incomplete. Investigation had lead to an understanding that specialize equipment will be needed to allow for earth removal between the existing vaults.

DD reported that three niches had been sold, one each to the Serra's, Bernier's, and Balcom's. One family member from each family has been interred in the respective niches. Sales and interments were handled by Cartier's Funeral Home.

DD asked the Committee's opinion on Mrs. Serra's request to allow a heart symbol be placed in the Terms of Interment row on the niche door. The committee reviewed the template received from Mrs. Serra. After a brief discussion, the members decided that only alphanumeric text would be allowed (numbers and figures) and no symbols would be allowed on niche doors. The concern was to set a precedent and then how to control or rule on what would be considered an acceptable symbol.

FC called at about 2:40 PM indicating that he had not received the mailing and forgot about the meeting. JH took the call and suggested that business being nearly complete that FC did not need to attend. DD confirmed that JH and BS received their mailings.

DD explained the proposed plans of Daniel Carlisle and his family for graves at Center Cemetery. Daniel and Susan Carlisle will swap deeds with Kevin Carlisle, thereby taking ownership of the remain gravesite in row 10 near Daniel's son, mother, and father. The only special requirement is that it will require a double casket burial in single gravesite. A stacked vault can and will be utilized at the time of the first interment.

Kevin Carlisle will purchase four gravesites in row 6 roughly due west of the grave he is transferring to his parents. Daniels brother Duane will purchase five gravesites in row 6 due north of Kevin's gravesites. Finally, the Stearns family (in-laws of Daniel Carlisle) have purchased the two graves in row 6 due north of the Duane Carlisle's five gravesites. Mrs. Debra Stearns has been recently interred via casket burial in the southerly Stearns grave. The Committee reviewed Legacy Mark map of the Carlisle family's proposed burial plans.

DD explained that there are now only four or five graves are available for sale at Center Cemetery. The Carlisle's purchased eleven graves. In addition, there is a large area that is limited due to the results of the Ground Penetrating Radar survey. Therefore, the Center Cemetery would likely soon be closed for gravesite sales. He also noted that the graves sold to the Carlisle's were laid out with lot markers and that the row was somewhat skewed to the east at the south end to avoid the existing remains and monument. The open road area on the Legacy Mark map shows with a consistent width, but it actually shrinks the further south it goes.

DD confirmed a pre meeting comment that Gene Wall's grave did not have a granite marker. As Mr. Wall was a veteran, DD suggested that we check to see if FC had ordered a veteran's marker and if so we may consider placing only the veteran's marker over Mr. Wall's urn and no town marker. We may also want to consider refunding the engraving cost that is charged in the interment fee. JH said he would investigate with FC regarding the veteran's marker order and the decision regarding the town marker would be tabled until the next meeting.

JH requested the date of the next meeting be April 19, 2012 at 2:00 PM. All agreed.

JH expressed his thanks to Roland Arcand, his Park workers, and DD for the efforts put forth for the Cemetery Committee in 2012 and wished all a Merry Christmas and Happy New Year.

There being no other business, the meeting was adjourned at 2:50 PM on a BS/JH motion, duly voted.

Respectfully prepared and submitted by Donald F. DiMartino