

7/21/2016

Bellingham Cemetery Committee  
Meeting Minutes  
April 14, 2016  
Municipal Center Arcand Meeting Room

Members:

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

Attendee:

Donald F. DiMartino (DD)	DPW Director (Ex. Sec. to Cem Com)
Barbara Sooklal	DPW Clerk – Recording Secretary
Patricia Thompson Jerrett, (PTJ)	

JH called the meeting to order at 2 PM. Absent is William Spear.

*FC called for a moment of silence for Florence MacLaughlin.*

*FC motioned to accept the meeting minutes for November 19, 2015, noting a few typographical errors. JH seconded.*

*Motion passed.*

**Emergency vote**

FC & JH held an emergency phone conference, voting to allow the Glockner burial at Oak Hill on April 6. FC commented on a conversation held at the end of March with JH on this topic. At the time it was misunderstood that the burial was in March. The ground rules at that time were set, and although the ground had started to thaw, FC suggested carrying through with the new ground rules set for the first year, being fair and equitable to all families involved. The emergency vote was held between FC & JH. WS was unavailable for vote due to illness. FC commented that DD has spoken to the funeral home at the time of passing, stating the new guidelines were clear.

**Oak Hill Cemetery**

DD reported on the Oak Hill Cemetery acquisition update. Deeds were recorded on January 7, 2016. Oak Hill Cemetery is now part of the Town's cemetery inventory. An updated proposal from Legacy Mark Database Mapping was received in the amount of \$3,490.00, which was in line with expectations. Legacy Mark was given the authorization to proceed on 4/8/2016, with expected completion date projected at 8 to 14 Weeks (June 3-July 15), adding to our database management for gravesite sales, etc.

FC suggested the party in attendance be introduced. Patricia Thompson Jerrett, (PTJ) introduced herself. She is a friend of Bette Burn who passed recently. Bette's maiden name was Volk. The Volks are in Oak Hill Cemetery. Bette's husband is trying to get a grave site in Oak Hill Cemetery because that's where she wants to be interred.

FC asks if PTJ was part of the Oak Hill Association board and she noted that she was the Vice President.

FC explained that he wanted the introduction so that the public understands that she is not just speaking on behalf of another family, but is sharing information on the changeover of the cemetery board. JH commented on how important it is that the public know that she had information and was on the Oak Hill board.

PTJ explained some of the history of the make-up of and surrounding the desolation of the Oak Hill Association.

FC asked about the two Volk lots side by side. PTJ confirmed that there is a single lot and a two grave lot and that Bill (Burns) wants his own monument, having ordered it through Ackerman. PJK commented that Burns wanted to be buried with her mom, so she asked DD about the new cemetery rules. Bill Burns main concern was have a plot near the Thompsons and Volks. FC asked if the monument was an upright, PJK didn't know. FC explained that upright monuments were not allowed up to a few years back, but are now accepted in the new section. FC suggested she could be interred with her mother instead of purchasing a new lot, if they were using a flush marker. PJK will discuss this with Bill Burns, who has been in touch with BS. FC discussed the option of a single grave lot next to Nally plot, referencing the current map on hand. This lot will accommodate two urns or an urn and a casket.

DD questioned if the Nally grave was occupied. FC confirmed and stated a headstone is in place on the two graves. This section only allowed flush markers, which is reflected on the map. PTJ shared that Bette had commented on the layout being so close. FC added that the previous caretaker used a different measurement than what is being used now. Some of the plots may have to be readjusted.

A committee discussed a numbering system, which will be determined when the cemetery is in the database system.

DD suggested making a motion to commence selling lots at Oak Hill Cemetery. FC brought up his concern that until the underground penetration is done, and considering who was running the cemetery prior to, referring to a problem with Scott Cemetery. DD commented that underground penetration radar has not been scheduled. We have scheduled mapping and expect to use the current map we received from the Oak Hill records to be enter into the map and database software system.

Group discussed the layout of the cemetery as shown on the map. FC commented that we need to establish what is available and the layout needs to be completed. FC suggests waiting until the next meeting to discuss opening the cemetery for sales.

*FC motioned to allow a single grave lot as a special sale. JH seconded the motion.  
The motion carried.*

### **Sale of Available Gravesites (Interested Party)**

FC suggested holding off on the resale of graves until the next meeting when there will be more information to proceed.

### **Buy-Back of Gravesites (Rovedo – 3/1/2016 Letter)**

FC stated that any buyback would require Deeds and Receipts, and any buy back would be at the purchase price, not the current selling price. Buy-backs refer to newer graves (unoccupied at time of purchase). He stated the importance of gaining more knowledge about the cemetery so that ownership is clear. The committee discussed the location of the Rovedo (Bradbury) plot; BS stated the location was on a different, bigger map, which she assumed was the same as this smaller map. The map and deed will be forwarded to the committee after the meeting. FC asked DD/BS to inform the family that

the committee is willing to buy-back the lots, and will further discuss the issue at the next meeting after the location of the lot is confirmed.

*The discussion on Buy-Back was tabled until next meeting.*

### **Cemetery Expansion (Fenced in area – W/S Development)**

DD declared items to be discussed when the meeting is adjourned to the cemetery:

- Whether to request that the adjacent property owner, W/S Development, is willing to give/sell us additional land. The fence around the cemetery actually includes land owned by W/S Development.
- The Oak Hill sign is in poor shape and could be replaced with similar signs installed at other locations. FC suggests discussing security lighting.

### **Columbarium 3 at Scott Cemetery**

DD announced the Columbarium 3 has been installed except for the walkway. The benches are not ready to be delivered. The contractor had rejected the benches because they were of the wrong granite, and informed us that he would not be delivering the benches at the same time as the columbarium.

FC suggested that a dedication date be determined. After discussion, it was decided that the dedication be held on May 22, same day as the Memorial Day holiday parade, at 10:30am.

*FC motioned that a dedication take place on May 22 at 10:30am, inviting members of the Boards, having an acknowledgement with a prayer or dedication and a VFW member to perform Taps. JH seconded the motion.*

*Motion passed.*

### **Scott Columbarium Panel Snafu**

DD informed the committee that new panels were ordered, at the price of \$140/each, when shipped with Columbarium 3 (cost is down from \$400 individually). The panels have been delivered and are at the DPW, will be picked up by Ackerman with instructions. The option of polishing the panels was found to be much more costly. The amount of panels purchased was to make all necessary repairs and have two spare blank panels per columbarium, totaling 6 spares.

FC asked if the panels have been marked accordingly so the orientation problem will not happen. DD confirmed. FC added that this investment had to be made so that this issue wasn't passed on to the next committee. DD will meet with Ackerman to discuss the engraving, having pictures of the existing panels for the process. FC suggests keeping the old panels for future use as temporary blanks. FC shared with the committee that other cemeteries have come to see our columbariums and commented positively on the presentation.

JH asked if the flagpoles will be moved in the future. The poles can be moved; new bases will need to be set. The committee discussed there will be more poles added with the additional columbariums (4 columbariums = 8 flagpoles). The committee needs to determine what should be on displayed on each, and the location and size. FC commented that when all poles are in place, there will be enough to display all branches of the services, including police and fire. FC suggested the committee visit the site after meeting at Oak Hill to discuss the issue. DD added that Roland Arcand is willing to make flag changes throughout the year, if the committee decides to do seasonal displays. FC added that this is not designed to be a veterans section, but to acknowledge everyone in the community.

## Gravesite & Niche Sales, Activities, and Monuments

BS reports the following activity:

Niche Purchases	Malone , Packard (Maillet) (2)
Grave Purchase	None
Niche Interment	None
Burials (Urn)	None
Burials (Casket)	Glockner (OH-4/6) Sawyer (S-4/12)
Monuments	Grave markers placed at Scott (3)

FC clarified to the public that there were neither purchases. nor interments due to the cemetery just opening. it being closed since the last meeting.

### Union Cemetery

DD reported the Annual Mow and Weed Whacking Invoice was sent in the amount of \$1,400.00. A check was received today. DD discussed with David Brown, President, Union Cemetery, that he will need to confirm that he wants the Town to continue to with our agreement through 2017 and beyond. This is included on his agenda, being noted that 2016 is the end of existing agreement (Last voted 12-26-2013 for 3 years). The \$1400 is in line with the money spent by the Parks department.

FC requested asking Mr. Arcand if that figure is still financially fitting. DD added that he receives regular reports. FC commented that within that figure, other items are purchased (i.e. snow blowers, etc.). DD explained that the cemetery budget no longer supplements the Parks department. It used to do so but in the zero based budgeting \$2,000 was cut from the Cemetery and added to the Parks.

FC asked about the purchase of the mini-excavator. DD explained it is still on the Capital List and may be addressed this October or the next. It is not an overly expensive item, but knowing the needs of the Town, and just the Public Works needs, which are astronomical, it is unsure if it will get in. The committee discussed the complications of buying used equipment by the Town, which is complicated due to public procurement laws.

DD summarized the Cemetery Account Status Report. FC commented on the use of the gift fund after closing out Cemetery Expense line. JH inquired if left over funds could be used for hydro seeding. DD suggested looking into other lawn care and getting a plan, as hydro seeding is better used on prepared loam. FC inquired into information on Mr. Rowe and going forward with any other projects. DD replied that he would be waiting for the committee to contact him with projects.

*FC motioned to schedule the next meeting on July 21 at 2:00pm at the Arcand Meeting Room. JH seconded the motion.*

*The motion passed.*

*FC motioned to adjourn to Oak Hill Cemetery and close the meeting at the completion of business at Scott Cemetery. JH seconded the motion.*

*The motion passed.*

JH adjourned the open meeting at 2:48pm on April 14, 2016 to meet at the Oak Hill Cemetery.

At Oak Hill Cemetery – JH, JC, DD & PTJ in attendance.

Single wood stake with pink surveyor's ribbon was placed at the location of Bette Burns' gravesite for Urn Interment. The site (beside Nally plot) discussed at the meeting can be purchased and interment scheduled per typical procedures.

The area from Sawyer to Wood on the map (newer area) is quite a mess. Our field observations and map is not well coordinated. Review of the deeds on hand and Oak Hill records along with ground survey and probably some ground penetrating radar survey may be needed before we are comfortable with allowing graves to be sold. We will see our status in July. I may try to get an intern to try to fill in the blanks and prepare a better plan.

Tree removal was discussed; it was decided to take no action at this time.

General discussion was held regarding potential locations for a columbarium. Best location was where a dying cedar tree now stands. It would need to be confirmed with ground penetration radar that there are no remains near the tree.

Committee discussed adding lighting on existing utility poles along Hartford Ave.

Also discussed approaching the adjacent property owner regarding giving the Town the land beyond the boundaries but within the existing fence.

The meeting was adjourned at 3:45 PM.

9/22/2016

Bellingham Cemetery Committee  
Meeting Minutes  
July 21, 2016  
Municipal Center Arcand Meeting Room

Members:

James Haughey (JH)	Chairman
Francis Cartier (FC)	Vice-Chairman
Alan Bogan (AB)	Member at Large

Attendee:

Donald F. DiMartino (DD)	DPW Director (Ex. Sec. to Cem Com)
Barbara Sooklal (BS)	DPW Clerk – Recording Secretary
Patricia Thompson Jerrett, (PTJ)	

JH called the meeting to order at 3:05 pm, and called for introduction of newest member, Alan Bogan.

AB: Introduced himself as a new member, stating he worked at the Bellingham DPW and had been performing work at the cemeteries related to his position.

*FC called for a moment of Silence for Bill Spears*

*FC motioned to start proceedings to elect officers for 2016, and motioned to have JH continue as Chairman of Board*

*AB seconded the motion. Motion passed.*

*JH motions to have FC continue as vice chairman*

*AB seconded the motion. The motion passed.*

FC stated newest member AB will is Member at Large

*FC motions to accept motions as presented.*

*AB seconded the motion. The motion passed.*

*FC motion to accept minutes of the April 14 and April 27th meetings*

*JH seconded the motion. The motion passed.*

*FC motions to release Executive session minutes in regards to the Oak Hill cemetery purchase on May 22, 2014 & October 23, 2014.*

*JH seconded the motion. The motion passed.*

FC explained that executive sessions are called when the committee need to discuss matters that involve personnel, personal issues, negotiations, or legal matters; such as land acquisition.

### Oak Hill Cemetery

DD informed the board that the ground penetrating radar is complete. Field survey is also complete. These are the first steps towards revising and improving the map of the area. The information needs to be processed to create a map that accurately depicts existing conditions. Once we have the map, Legacy Mark will be directed to add the new map and existing records to our database. At that point we will be able to consider the sale of lots and be more comfortable regarding the proper location to place remains for any interment requests.

There was discussion regarding the work needed to get the map drafted. DD said he may look to utilize student's familiar with or learning AutoCAD. JH discussed exploring possibility of a student from BVT for the AutoCAD project.

FC asked if the board's ideas will be added to this mapping, including the road. DD explained we cannot comfortably establish a road until the existing condition map is completed. All agreed it would be good to establish a road if one can be established without trespassing over existing remains.

DD stated a member of the Framingham Cemetery committee visited the site during the field survey and suggested that we declare the entire area "no graves for sale".

FC stated we tried to accommodate a family with a single grave, but we found that the existing map did not accurately show where sites were supposed to be. JH mentioned the concern of a grave being in the middle of the road. DD stated more information is needed to determine if it is actually a road. Moving one grave to make a road could be considered, moving several should not be.

DD stated the funding for Legacy Mark was approved for \$3,490.00 and the funds should be available.

FC suggested the board invite people to present deeds to Oak Hill; copies to be added to our records. DD stated this may be premature, as we may already have them. After sorting through the extensive records we received from the Oak Hill Cemetery Association we find that there are not many missing pieces. The records the OHCA provide us were far better than what we took over for Scott Cemetery and Center Cemetery. The mapping is where the accuracy appears to be poor. If once we map and check deeds there are gaps we should then ask the public to come forward with deeds.

### Sale of Available Gravesites

AB asks if there is a possibility of more graves available for sale. The possibility is there, but we need to complete the confirmation of sites in some areas. AB asks if we own up to the fence in the back. FC stated that the fence was put in for the developers of the plaza (Walmart) and the land is landlocked and drops over about fifty feet with a steep slope to wetlands. It does not appear that the area has any developable value; therefore, we are to request it given to the town for future expansion of the cemetery. DD stated the area near the stone post looks viable as grave plots. The actual property line comes close to that area.

FC suggested that sales remain on hold until the ground penetrating radar is complete.  
*JH reads the motion not to sell any lots until the plot plan is complete and accepted by this board. AB seconded. The motion passed*

BS mentioned receiving a request from the Keirsteads to relocate interred remains. FC stated that to reposition a casket requires documentation: written request, acknowledgement of plot owner, disinterment/ re-interment permit. Documentation must be obtained from where the interred was born or passed away. The board will help the family with the process. Any requests must be in writing by the owners of both lots. FC suggested, out of respect to the family, that they be informed of the board's discussion.

There are a few requests from families that want to sell gravesites.

FC introduced Patricia Jerrett, member of the OHCA. PKJ joined the discussion as she had past knowledge of the cemetery when the previous private OCHA took the reins. There was lengthy discussion regarding the Nally grave purchased in 1988. Items discussed included: purchase price paid, number of graves or remains involved, if there could be an urn buried on top of a casket vault, the accuracy of the location on the map, the need to do some more field reconnaissance with probes.

*AB motioned to table the Nally discussion until the next meeting.  
FC seconded. The motion passed.*

There was lengthy discussion regarding the Rovedo offer to sell back gravesites purchased for the Bradbury family in 1999. FC raised several questions including: purchase price paid in 1999, the number of graves involved (4 or 6), the form of the deed was inconsistent with deeds issued during of that time, the location which could be interrupted on the map as off of the cemetery property.

*FC motioned to table the Rovedo discussion until additional documentation is provided, to be discussed at the next meeting. AB seconded. The motion passed.*

DD will pursue negotiations to acquire from WS Development the land in the fenced in area.

DD asked the board if they plan to update the sign, keeping it uniform with the other cemetery signs. DD will find the invoice for information on the purchase. FC asked to change the location of the sign, making it larger and locating it toward the middle so more can see it now that Hartford Ave has changed since the original sign was installed. DD suggested the need for two signs, combining the names of both cemeteries; he will look into ordering new signs.

DD reported the installation of Columbarium 3 was completed in April 2016. The concrete pad was completed on July 14th; the benches are to be delivered on July 22<sup>nd</sup>.

The American Flag pole was relocated to the original plan. One more can be placed without future complications, to balance it out and there will be two others when the last columbarium is completed.

There will be four all together. JH questioned the amount of funds available, commented on the loss of funds if not used. DD stated that any funds not used will be moved to the next phase of the project. FC suggested tabling the discussion until the next meeting, not erecting another pole, which may interfere with the construction. FC asked that the road be raised to be at level with the columbarium pad. DD confirmed that it will be done along with landscaping with plantings.

JH started a discussion on how nice the columbarium area looks and the concerns brought up April.

DD stated the panels snafu has been resolved; all panels that needed replacement have been replaced and properly engraved. In addition, two spares are available now for each of the three columbariums. Older panels are available, but not of much use. FC commented that the older panels could be polished for reuse. DD will inquire with the contractor to see if he is interested in doing the work and quote.

FC discussed changing the hardware used on the columbariums. AB demonstrated the use of torque sockets, which when used with the screws, prevents the use of a widely available Allen wrench to open niches. FC discussed new hardware similar to the hardware used at the National Cemetery, which uses pins and a specific device, making the niches tamperproof. Both hardware and opening device are sold by Fastenal. FC Suggested using brass hardware, as opposed to Stainless Steel, commenting although brass is softer, the SS and the stone gets hot in the sun. FC will forward Fastenal part info to DD for quote/order.

FC suggested the dedication of the third columbarium be held off until next Memorial Day, commenting it shouldn't be dedicated and open for sales until the backs of columbariums 1 & 2 are sold.

JH inquired if the last two rows on one of the columbariums were set aside. FC confirmed they were saved for folks and veterans who are in need of financial assistance. FC informed the board that the town can apply for burial allowance from the government as reimbursement, taking the burden off the families.

FC commented that markers are missing for Robert & Mary Debonise per conversation with family members. The plot was enlarged for the family to bury a casket and 6 urns so accommodate all members. BS to order markers.

DD reported about a Boy Scout Eagle Scout Project; Joshua Lafond is interested in putting some kind of marker on the grave, perhaps a sticker, to make it easier to place the flags on holiday. FC commented that the State of Rhode Island uses holders for flags. In Massachusetts, VFW & American Legion have holders. FC feels he (Lafond) would be overwhelmed with the cost of purchasing holders. DD commented that it is part of his project to do the fundraising, and wants to give him suggestion of what is acceptable and not acceptable. FC suggested the use of our database to help him place the flags, but doesn't recommend anything else due to the theft factor. JH suggested he could design plantings at the Center Cemetery crypt where the second tree is needed as his project. He could also add a veterans' plaque. DD will pass on the suggestion.

FC commented on Phase 4 or Phase 1 at Center cemetery; had discussed a proposal to have a joint columbarium with Dave Brown, Union Cemetery Committee, who will bring it up with his board. This would bring in revenue for the cemetery which has been closed for sale for a few years. FC suggested placing the columbarium near the flag pole, adding lighting to light both columbarium and flagpole. FC proposed a style similar to the Veterans columbarium at the Cape, with niches on one side only.

FC thanked the Roland (Arcand) and the Parks department for cleanup and removal of overgrowth at a lot in Center Cemetery.

FC discussed flower pots placed on the top of the columbarium at Scott cemetery, commenting that doing so leaves scratches. He also stated that some people are attempting to stick objects to the panels and commented on the mess. Flower placements are temporary and will be removed. AB discussed the flower pots placed on the ground, but hasn't removed them because the woman (owner) waters them every day. FC commented on the fairness of the bylaws. AB would like to address it with the woman to give her the opportunity to take them home before we dispose of them. DD commented that nothing should be hanging or sticking out of the columbariums. FC commented that one family devised a hook to hang an arrangement, which can be easily removed. FC suggested that the bylaws be readdressed on cable. DD suggested putting up signs, but commented that it would take away from the appearance. There should be no decorations.

FC asked about the gate taken from between Scott and the Ukraine cemetery. AB stated it was in the landfill. DD suggested purchasing new gates that can be put up only for the closing of the cemetery. FC suggested discussing the gate issue at the October meeting.

Gravesite and Niche sales, Activities and Monuments were read by DD. (updated from what was read at meeting)

• Niche Purchases	Kutcher (2), Ostrowski (1), Dunn (1)
• Grave Purchase	Ryan (1)
• Niche Interment	Packard (5/4), Masse (2-5/19), Boiteau (7/13), Kutcher (6/1)
• Burials (Urn)	Spears (4/30), Burns (6/25)
• Burials (Casket)	Ryan (5/13)
• Monuments	Burns (Oak Hill)

FC discussed the purchase of niches by Boiteau family. He will inform them to make payment. FC discussed the purchase of the second niche by the Kutcher family.

PTJ commented that her sister is looking to inter an urn at Oak Hill. It was confirmed that the sales are on hold until at least the next meeting.

*FC motioned to schedule the next meeting for September 22, 2016 at 3:15 pm in the Arcand Room, with a back up date of October 20 or 27. Final meeting for the year is December 29. AB seconded. The motion passed.*

*FC motions to adjourn. AB seconded. The motion passed.*

*JH adjourns the meeting.*

12/29/2016

Bellingham Cemetery Committee  
Meeting Minutes  
September 22, 2016  
Municipal Center Arcand Meeting Room

Members:

James Haughey (JH)	Chairman (Absent)
Francis Cartier (FC)	Vice-Chairman
Alan Bogan (AB)	Member at Large

Attendee:

Donald F. DiMartino (DD)	DPW Director (Ex. Sec. to Cem Com)
Barbara Sooklal (BS)	DPW Clerk – Recording Secretary

FC called the meeting to order at 3:20 pm on September 22, 2016

*AB motions to accept the minutes of July 21, 2016 meeting as presented  
FC seconded. The motion passed.*

Oak Hill Cemetery

DD reported on the status of Oak Hill Cemetery. Signs were ordered for Oak Hill & North Cemeteries keeping with the same design as Depot Street cemetery sign. Signs will be installed when received.

DD will be meeting with BVT on September 23 to discuss the completion of the AutoCAD mapping project. BVT has been sent the electronic files.

Cost to have Legacy Mark add to our database is \$3,490.00, as recorded. Project is on hold until mapping complete.

Sales, Relocation & Grave Buybacks

DD recommended that the committee table the discussion on Sales, Relocation & Buybacks until AutoCAD mapping project is complete. Items to be tabled are the Heffernan urn burial, moving an infant casket from Stockton plots to Keirstead plot, and the Bradbury/Revedo & Nally buybacks.

Cemetery expansion

DD made contact with WS Development who is looking into potential of granting the property to the Town. WS carefully exploring any issues that would come back at them after property is transferred.

FC inquired if the Keirstead family had been contacted in regards to the papers required before moving casket. BS confirmed her discussion with the family. FC commented when reopening plots, due to the delicate condition of the grave contents, the work would need to be done manually. FC volunteered to assist in opening the plot.

Dogs in Cemeteries

BS reported that in Union Cemetery, a resident had found visible signs that a dog had been walking through freshly planted grass seed. This resident inquired if the Town has regulations on walking dogs in cemeteries. BS suggested the resident call Dave Brown, Union Cemetery Committee Member.

FC requested a review of the cemetery regulations for any mention of dogs in Town cemeteries. Believes the only regulation is that dogs are leashed, as per Town Bylaws. FC commented that some families arrive with their pets for security and support, and would not like to deprive them of that. DD wouldn't support a ban of dogs; on a leash they don't cause damage; dogs not on a leash are against Town bylaws. FC stated we need to be sure of the policy we have posted, and if none, Town bylaws will be enforced.

#### Columbarium 3 Project

DD reported the Columbarium 3 project is complete; the landscaping was completed in July, the inner door panels were installed and invoices paid. There is an excess of funds of approximately \$6,300. DD will recommend to the Finance Committee that the funds be transferred to pay for a mini excavator. At present, the excavator is slated to be paid for out of the Water surplus. FC asked if there is a line item in the water department's budget for the mini excavator. DD stated it is currently under Article 5 of the draft of the Town Meeting Warrant. If approved, funding of \$45,700 will come from the water account and \$6,300 from the transfer from the cemetery account.

FC commented on the need to have a paper trail of the funds. FC asked if a member of the Cemetery Committee is required to attend the meeting. DD replied in the negative. AB inquired if the item had been selected. DD responded in the negative, stating a state bid was used for budgeting, but no final selection has been made. DD explained that the machine will be used primarily by the water department for use where our backhoe is too big. The mini also has limited lifting capabilities. The DPW backhoe and or loader or a third party contractor would be used to lift heavy items.

*AB motioned to transfer excess fund from C3 to fund the mini excavator purchase which will be shared with the water department.*

*FC seconded. The motion passed.*

#### Columbarium Benches

BS received a request for a niche in the front of C3, which are not available until the backs of C1 & C2 are sold. Caller inquired about purchasing & inscribing a bench to memorialize her mother. FC stated that all 3 benches at C2 have not been dedicated. DD added C3 benches have not been dedicated. C3 is not for sale until the dedication in May. FC stated once dedicated, C3 will be available for sale, and sales will not be prohibited regardless of the unsold niches in C2. The town purchased the benches at a cost of \$800 which will be passed on and the engraving will be quoted. DD suggests the engraving be done by a preapproved engraver for consistency and controllability.

*AB motioned that the sale of benches by the Town be at a cost of \$800 plus the cost of engraving which must be approved by the Cemetery Committee.*

*FC seconded. The motion passed.*

#### Cemetery Gates to Close Cemeteries for the Winter

FC suggested two granite pillars at entrance with chain & sign. DD agreed to the pillar/chain gate, commenting that it would be easier to access by foot but will block automobiles.

AB will inventory and assess any additional needs of supplies. DD will price out the gates.

DD started a discussion about a gate at Center Cemetery which shares a drive with Union Cemetery. FC suggested a gate chain at the entrance on Mechanic Street and leaving back access to Union open, because the Union Cemetery Committee does not open/close at the same time as the Town cemeteries.

FC commented that Union Cemetery will close when the Town stops plowing, as they do not do their own plowing.

AB questioned if the police patrol the cemeteries at night and the committee discussed the pros and cons of gating the cemeteries; blocking vehicles from entering, but still allowing entrance on foot, keeps police vehicles out while trespassers may still get in.

The Committee determined that at Center Cemetery one gate will be installed, at Scott Cemetery two gates will be installed, and at Oak Hill Cemetery one gate will be installed, leaving the exit open.

#### Markers for Debonise family

The Committee discussed the issue of grave markers the Debonise family requested. Mary's marker was ordered and placed. FC will research burial information on Robert before a marker is ordered.

#### Gravesite & Niche Sales, Activities, and Monuments

FC read the gravesite & niche sale activity as follows. DD added one additional post agenda urn burial at Scott Cemetery.

• Niche Purchases	Kutcher (1), Bissonnette (1) Carroll (1)
• Niche Interment	Bissonnette (1)
• Grave Purchase	None
• Burials (Urn)	None
• Burials (Casket)	None
• Monuments	None

FC called for the final meeting for 2016 to be on December 29 at 3:15pm.

FC discussed the need to reinforce regulations in regards to placement of flowers and adhering items to niches. AB highlighted the section of the rules which hang in the sign board in an effort to draw attention to the line items.

FC called attention to the placement of stones and foot markers, noting there is no conformity. Suggested this issue should be addressed while it is manageable, stressing the increase in families using the cemeteries. FC and AB will visit the cemeteries within the next few weeks to assess the situation and make notations on their findings.

*AB motioned to adjourn at 3:55pm.*

*FC seconded. The motion passed.*

*FC adjourned the meeting.*

4.13.17

Bellingham Cemetery Committee  
Meeting Minutes  
December 29, 2016  
Municipal Center Arcand Meeting Room

Members:

James Haughey (JH)	Chairman (Absent)
Francis Cartier (FC)	Vice-Chairman
Alan Bogan (AB)	Member at Large

Attendee:

Donald F. DiMartino (DD)	DPW Director (Ex. Sec. to Cem Com)
Barbara Sooklal (BS)	DPW Clerk – Recording Secretary

JH called the meeting to order at 3:15 pm on December 29, 2016

*FC called for a moment of silence in honor of Gerry Mayhew.*

*FC motions to accept the minutes of September 22, 2016 meeting as presented.*

*AB seconded. The motion passed.*

Oak Hill Cemetery

DD reported the signs for North and Oak Hill were received and installed.

FC commented that the location chosen and lighting available

DD reported the mapping was stalled. Some of the work is completed. DD will either complete the project or add more detail to the instructions for BVT.

JH suggested using local High School students may be an option to help. DD commented that the students & staff of BVT have done a good job so far, but are confused as to what the end result should be and believes with more detailed instructions they should be able to finish the project. From there it will be handed over to Legacy Mark to compile the database.

W/S Development Update

DD reported that WS Development has denied granting the Town property inside the fence, due to issues with their tenants and the uncertainty of future business with the Town. DD commented that there is still the possibility in the future, as the land requested is not of use to the developer in terms of location and surrounding wetlands.

FC comments that the sales at Oak Hill are still on hold until the database project is completed. AB questioned if Varney owns any land in that area. JH questioned if there are any plots available. DD answered that there is an expectation of availability but the mapping needs to be completed, and decisions need to be made about the layout of the cemetery.

DD reported that the purchase of the DPW Mini-Excavator was made without a transfer of funds from the Columbarium Funds, as decided by the Finance Committee. The purchase was made entirely from the Water fund. The Columbarium funds were augmented by transfers from the general funds, which will go back into General Funds upon completion of the columbariums.

*FC rescinds the previous vote as an amendment of the additional funds that were allotted for the mini excavator to be put back into General fund. AB seconded. Passed.*

#### Cemetery Gates to Close Cemeteries for Winter

DD reported that access to the cemeteries hasn't been restricted. Two posts at the south end of Scott cemetery, nothing at the north end, stone wall features at western entrance of Center. DD commented that the access road to Oak Hill may be plowed and used as a sidewalk. DD suggested that we remove of the swing gate at Oak Hill and use posts and chains to hang a sign across the entrances to the cemeteries. DD received quotes for 6 granite posts, priced at 6x6x84 at \$135 each and street sign quality signs 5 signs estimated cost of \$50 each and there are sufficient funds in the Operating budget.

The committee discussed the location of the posts and the timing of placement.

*AB motions to spend \$1500 for the purchase of posts, signs and chains.  
FC seconded. Motion passed.*

The committee discussed the coloring of the signs that will state "Cemeteries Closed ...with dates". *The committee voted that the signs will be green field with white lettering. The vote passed.*

#### Marker for Debonise family

BS commented the marker for Robert is still pending. FC the marker for Evelyn has been placed, and will confirm the grave location of Robert.

#### Gravesite & Niche Sales, Activities, and Monuments

• Niche Purchases	None
• Niche Interment	None
• Grave Purchase	Cole (1) – 2 Nickerson graves purchased previously relocated
• Burials (Urn)	None
• Burials (Casket)	None
• Monuments	None

The committee discussed the closing of cemeteries to vehicle traffic. There will be no snow removal for foot traffic. The roads are too narrow even after plowing to allow access. There will be no burials during the winter closing without exceptions.

The committee discussed future projects to beautify the cemeteries with trees and benches. DD plantings and dedications should be determined by the committee. AB started a conversation on the need to prohibit decorations on the columbariums. FC suggested sending a general letter to families as a reminder of regulations. JH commented on the potential damage to the niches. BS/DD to review regulations and propose letter to be sent to families. Letter will remind families of regulations and opening date of cemeteries; will be posted on both public access and website.

FC discussed current progress of ongoing business: control and sale of Oak Hill cemetery, Phase 4 at Scott cemetery, and the possibility of closing roads within Oak Hill, using the space for plot

sales. FC reached out to Union Cemetery committee to possibility of shared columbarium at Center cemetery.

*FC motioned to schedule the next meeting on April 13, 2017 at 3:15 pm in the Arcand Building. AB seconded. Motion passed.*

*JH adjourned the meeting at 3:54 pm.*