

Town of Millbury
Minutes of
Cemetery Commission Meeting
March 18th, 2019

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MILLBURY, MASS.

ITEM ONE – CALL TO ORDER

Gil Picard called the meeting to order at 5:02 p.m.

Present: Gil Picard, Marcia Landry, Randy Mogren, Keith Caruso and Amy Paquette-Riordan.

ITEM TWO – GUEST/SPEAKER:

No Guest Speaker appeared at this meeting.

ITEM THREE– MEETING MINUTES:

The Cemetery Commission reviewed the meeting minutes from the February 11th, 2019 meeting. A Motion to Accept the Minutes as written was entered by Marcia Landry, seconded by Randy Mogren, vote to accept was unanimous.

ITEM FOUR-NEW BUSINESS:

The Cemetery Commission was informed by DPW Supervisor Keith Caruso that Tender Touch Landscaping's contract will expire on June 30th, 2019. Keith is asking the Cemetery Commissioners to add into the schedule of fees a price to have Tender Touch or next contractor to provide mark out services. The DPW recently lost Grady Lolar-a 9 year seasonal employee-leaving Carl Ward short staffed when dealing with all aspects of the Parks Dept. Grady has taken lead at the Cemetery for the past 8 years and was heavily relied upon by Carl to oversee the mark outs and the grounds keeping. Marcia Landry informed Keith Caruso that cross training will be necessary as Carl Ward and Tender Touch have been the constants for many years. Randy Mogren does not support the idea of having a new contractor take responsibility for the marking of the excavation sites. Keith has asked that they help alleviate some of the burden from the Cemetery by having the contractor provide this service and to have this added right into the Bid Documents for this year's contract. It would not be a each and every opening but when employees are on vacation and the Parks Dept and DPW are short staffed it would be an option for the DPW Supervisor to use. The cost would be passed onto the purchaser and would not necessarily come out of the DPW or Cemetery budget. Keith realizes that cross training is necessary but so is the need for additional staffing in the Parks Dept. Keith expressed that as of right now the Town has no back up plan for the Cemetery as the parks Department is a department of one and Keith is uncomfortable with that. Randy Mogren then expressed that he is in support of this for the purposes expressed by the DPW supervisor. Randy Mogren also has tried to hire an individual to take care of this but liability insurance was an issue. Marcia then reiterated that this fee needs to be added to the cost of services to be done at the time of burial as a service that is provided to the family.

Purchase of lawn mower-Marcia Landry had a discussion with the Finance Director, Andrew Vanni, for clarification on accounts and the transfer of money. Marcia was informed that we may transfer money from one account by approval of a Warrant Article at Town Meeting. Randy then asked if Marcia and Andrew discussed the process for transferring money for all accounts. Randy said he thought we were going to transfer funds from the account that required Town Manager approval and not Town Meeting approval. Marcia will speak to Andrew again and notify the Cemetery Commission which account and procedure we will explore.

ITEM FIVE – COMMUNICATIONS:

The Cemetery Commission wants the Spring Clean Up notice posted for Sunday, March 31st, 2019 in accordance with the Cemetery Commission’s Rules and Regulations.

Bid Documents need to be prepared for Excavation Services as the current contract for Tender Touch expires June 30, 2019-scope of work will need to be updated to include location and mark out of grave as well as excavation services. (Location and Excavation to be done upon the approval of the DPW Director or DPW Supervisor).

ITEM SIX-MONUMENTS/FLAT MARKER APPROVALS:

Whitinsville Monument presented a drawing for approval for Joseph F. Coggans and Diana D. Russell Sec 10 Lot 77

Empire Granite presented a drawing for approval of Maurice and Joseph Mastrapasqua Sec 10 Lot 138 R
Marcia Landry made a motion to approve as drawn-seconded by Randy Mogren-vote unanimous.

ITEM SEVEN– NEW BURIALS

- John F. McElroy- Sec. 6 Lot 51 L (Full) March 14, 2019
- James F. Hayes- Sec. 3 Lot 42 R (Full) March 13, 2019
- Karen A. Courville- Sec 10 Lot 303 L (Full) March 12, 2019
- Marie C. Lemay-Sec 8 Lot 108 R (Full) March 8, 2019
- Maureen L. Stacy- Sec. 6 Lot 66L (Full) March 6, 2019
- Justin A. Alexander- Sec 10 Lot 142 R (Cremains) February 23, 2019

ITEM EIGHT – OLD BUSINESS:

Title Search-Nothing new at this time. However, Marcia would like an update so this matter can get resolved.

Pre-Sales-Cemetery Commission will open up presales when deemed necessary.

Policies & Procedures-Marcia Landry suggested that all members review the current policies and procedures and make notes regarding the items that need to be looked at and/or updated..

Huntley Invoice-Town Counsel is in possession of the signed contract and will request in writing the product that was contracted to be provided. No further information was available.

ITEM NINE – FUTURE MEETING DATES

April 15th is Patriot’s Day, meeting will be cancelled and moved to April 8th and May 20th, 2019

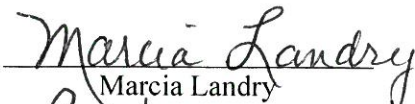
ITEM TEN – ADJOURNMENT

At 6:12 p.m. Marcia Landry motioned to adjourn the meeting, Randy Mogren seconded. Meeting adjourned by unanimous vote.


Respectfully prepared by Amy Paquette-Riordan



Gil Picard



Marcia Landry



Randy Mogren