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MILLBURY, MASS.

Town of Millbury
Minutes of
Cemetery Commission Meeting
December 17th, 2018

ITEM ONE – CALL TO ORDER

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

Present: Gil Picard, Marcia Landry, Randy Mogren, Matthew Mulhane, Mike Moonan from Weston & Sampson, Keith Caruso and Amy Paquette-Riordan

ITEM TWO – GUEST/SPEAKER:

Mike Moonan from Weston & Sampson presented to the Cemetery Commissioners the design layout for the new West Street expansion, Section 11. The proposed plan will consist of single, double and triple plots. The markers will need to be consistent with the previous sections of Central Cemetery and Tender Touch will need to be consulted to make sure that all plots are accessible on the new layout.

Mike Moonan then informed the Cemetery Commissioners that they did encounter some wetland areas along the railroad tracks however, the test pits were dug approximately 9 feet in the new area and they did not encounter water. Mike informed the Cemetery Commissioners that they did encounter some staining of the soil at 4 & 5 feet indicating a higher water table at some point but he was confident that the water table would not rise to that level again.

Mike explained to the Cemetery Commissioners that the proposed layout, according to DEP shall fall 100 feet from the river which will give Central Cemetery a total of 556 new plots as drawn. Weston & Sampson will now move on to gain approval from the Conservation Commission and file a Motion of Intent as to gain permission to reduce the buffer from 100 feet to 50 feet along the river.

Matt Mulhane stated that the access road in the new section should be paved and Keith Caruso of the DPW agreed. Keith Caruso stated pavement would be necessary for easier maintenance and for plowing purposes. Also, the watering station would need to be obtained from the bridge using a T connection. Hydrological engineers will need to be consulted for that phase. The Cemetery Commission was also informed that the old section of the Cemetery (Section One) already has graves near the river at the same depth of the ones to be added to the West Street Expansion and no water problems have ever occurred.

Keith Caruso and the Cemetery Commission also agreed that there is no reason to start clearing that section right now. The clearing for the expansion site will be done at a future date and time.

Marcia Landry made a motion to approve the plans as drawn pending review by Tender Touch, Randy Mogren seconded the motion, an unanimous vote was obtained.

ITEM THREE – MEETING MINUTES:

The Cemetery Commission reviewed and signed the meeting minutes from the November 19th, 2018 meeting.

ITEM FOUR-NEW BUSINESS: Nothing at this time.

ITEM FIVE – COMMUNICATIONS

The Cemetery Commission received a request from Cyndi Chase (508-981-9289) to gain permission to have her cremains laid to rest with her parents-Warren and Ann Chase. The Cemetery Commission has tabled a decision until all paperwork and documentation is obtained.

ITEM SIX-MONUMENTS/FLAT MARKER APPROVALS:

Paul W. Aubrey, Section 10 Lot 79

Marcia Landry made a motion to approve the marker as drawn, Randy Mogren seconded the motion and a unanimous vote was obtained.

ITEM SEVEN- NEW BURIALS

Maurice & Joseph Mastrapasqua (New purchase) Section 10 Lot 138 R-November 23, 2018

Christine Carr (with mother Ruth Carr) Section 7 Lot 28-November 19, 2018

ITEM SEVEN – OLD BUSINESS

Huntley Invoice-Town Counsel has a copy of the invoice that was paid to Huntley and a copy of the proposal for work. Town Counsel is currently drafting a letter to Huntley for retrieval of the CAD file. A copy of the letter will be provided to the Cemetery Commissioners to review prior to mailing.

Creative Sign Works-Randy Mogren informed everyone that the new signs for Central Cemetery have been completed. Per Keith Caruso the new signs will be installed in the spring.

Title Search-Maurice provided a status via email to the Cemetery Commission informing them that the matter is on going and more information will be provided once available. It appears that according to Maurice Joyce there are many layers associated with the ownership of that parcel. Ownership of the land needs to be verified, also whether a Purchase and Sales Agreement needs to be drafted and also if there is a monetary value for that parcel. We need to make sure that the Catholic Cemetery can expand into the next section without having to purchase that section of land. The land donated appears to have been donated as “cemetery land” no designation was specified. If the town chooses not to grant this land to the Catholic Cemetery then there will be more costs for the town as we will be responsible for ownership and maintenance.

Mower-A proposal for two new 48-inch mowers was presented to the Cemetery Commission from 146 Supply Center. Mower should go onto the Capital Expense List as this will be a one-time expense. Andrew Vanni will need to advise the Cemetery Commission on the best way to obtain these funds for the upcoming Fiscal Year.

Urns-Matthew Mulhane informed the Cemetery Commissioners that they need to take a look at their policy for burial urns. Most cemeteries require specific urns. It may be time to look at the Policies and Procedures and update them so they are more uniform with other cemeteries.

Pre-Sales-A discussion was had by all stating the need for a better software program to ensure the records in the office specifically match what is out in the field. The current software program is out dated and non-user friendly. Marcia Landry suggested that we speak to Weston & Sampson to see if that is something they can do.

Tender Touch- needs to be contacted for dimensions and pricing for cremation vaults.

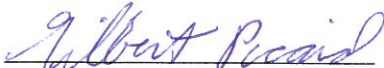
ITEM NINE – FUTURE MEETING DATES

January 14th, 2019 and February 11th, 2019

ITEM TEN – ADJOURNMENT

At 6:11 p.m. Marcia Landry motioned to adjourn the meeting, Randy Mogren seconded. Meeting adjourned by unanimous vote.

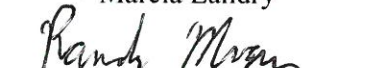
Respectfully prepared by Amy Paquette-Riordan



Gil Picard



Marcia Landry



Randy Mogren