

TOWN OF MILLBURY
MEETING NOTICE/ AGENDA TOPICS



Board/Committee/Commission:

Cemetery Commission

February 13, 2012

5:00 PM

Small Conference Room

Regular Meeting

AGENDA TOPIC

Date of Meeting:
Time of Meeting:
Meeting Location:

12 MAR 13 AM 9:59
TOWN OF MILLBURY

1. Call to Order
2. Finance
Status of Accounts – current balances, FY 12 Budget
Invoices- if applicable
3. Operations- Presentation of Seminar
4. Communications
Electronic Records- status
Rules & Regulations
5. Other Business/ Status Updates:
Land plans recorded
6. Minutes- approve prior meeting
7. Any other topics deem necessary
8. Dates of Next Meetings
 - February 13, 2012
 - March 12, 2012
 - April 9, 2012
 - May 14, 2012
 - June 11, 2012
9. Adjournment

Signature of Chair Person or Clerk: _____ *Fran Pearson* _____

Cemetery Meeting February 13, 2012

Attendance: Gil Picard, Fran Pearson, Rob McNeil

Public Present- none

Call to Order- 5:03 PM

Citizens Speak:

DPW Update:

Rob McNeil provided the following update:

- **Finances**
- Status of Accounts – Rob advised accounts on track and similar to last meeting.
- Per Rob, items paid include \$75.00 to the Registry of Deeds for recording plans for Providence and Dwinell Cemeteries. Fran asked how he resolved the over draft issue with the TenderCare Lawn Service bill from previous meeting was handled. Rob advised he processed it between the Purchase of Services and Supplies Account.
- Rob presented FY 12 budget to the Commission, which includes a \$19,300 increase. A line item review was held. Tree Removal quote for Dwinell Cemetery- Rob presented the board with an estimate of \$5,250 for tree removal at Dwinell Cemetery and a verbal mention of electronic records software of \$7,000 to be included in the FY 13 budget. Fran asked about the need to put these items out to bid as they are over the \$5,000 limit. Rob advised they are only quotes for budget purposes and if approved proceed accordingly under MGL. It was noted that the budget was submitted to the Town Manager without input or approval from the Commission. See Attached.
- **Annual Report**
- Rob presented the board with the submitted annual report. Fran questioned the trust fund monies for St. Bridget's \$1700 and West Millbury \$816 as these are not owned by the Town. Rob advised these monies were collected but are not available to either Cemetery as they were entrusted to the town for perpetual care. Furthermore, as they are designated to the respective cemeteries and therefore the town also cannot access them. See Attached.
- **Operations-**
- **Presentation of Perpetual Care Seminar-** postponed to the March meeting at Rob's request.
- **Perpetual Care definition:** Rob asked that the board consider drafting a definition of perpetual care as the Finance Director will not allow monies within the Perpetual Care account be spent until a designated definition is drafted. It was further discussed that perpetual care if not defined under Massachusetts General Law. Fran advised that with since perpetual care has not been defined by the MGL that she is not comfortable for the Commission to make such a monumental decision without advice of the Board of Selectman or Legal Council.
- **Communications**

- Electronic Records- no discussion held.
- Rules & Regulations – board received a letter from Ginny Pickings asking that the board consider changing planting in front of stones be allowed up to 18-24” from stone and staffs be allowed higher than the stone. A discussion was held and it was noted that under the current rules and regulations staffs of any types are not allowed. Additionally it was agreed that until a full review of the rules and regulations is held; the current rules would remain in effect. Rob will send letter to Ms. Pickings advising such.
- **Other Business/ Status Updates:**
- CHS Corporation- Rob advised that he discussed quote from CHS to assist with Rules & Regulation process, billing, perpetual care, consulting, etc. with Town Manager Bob Spain who advised there was no way it would be approved.
- Minutes of January 2012 minutes accepted as written. Motion made by Gill, seconded by Fran.

March 12, 2012

April 9, 2012

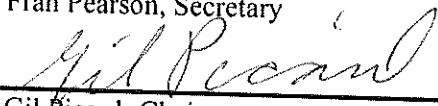
May 14, 2012

June 11, 2012

Adjournment

Motion made by Fran Pearson, seconded by Gil Picard to adjourn at 5:53 p.m. Motion carried unanimously.

Respectfully submitted,
Fran Pearson, Secretary



Gil Picard- Chairperson



Fran Pearson- Clerk