



TOWN OF MILLBURY

Cemetery Commission 127 Elm Street Millbury, Ma 01527 Tel: 508-865-9143

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CEMETERY COMMISSION MEETING MINUTES

August 12, 2013

5:00 PM

Present: Gil Picard, Randy Mogren, Marcia Landry, Cindy Allard, Rob McNeil

Meeting Minutes:

Minutes for December 10, 2012, April 8, 2013 and June 10, 2013, Marcia motion to approve minutes as written for the dates above, 2nd by Randy, all in favor

Re-Origination:

Marcia nominated Gil as chair, 2nd by Randy; all in favor... Marcia nominated Randy as V-chair, 2nd by Gil, all in favor... Randy nominated Marcia as clerk, 2nd by Gil, all in favor... Randy nominated Cindy as secretary, 2nd by Marcia, all in favor.

Matt Mulhane into meeting with questions about veteran marker, he was advised to let us know when they are delivered and we will pick them up at the funeral home or they can be dropped off at the cemetery garage and will install them.

He also expressed concern that the DPW personnel are not present at burials for monitor the burial and make sure everything is all set. Agreed and DPW will be present at funerals.

Also there have been a few issues with grave mark-outs, Rob advised Matt will mark out the burial spot and Rob will view and confirm. If there is an issue Rob advised he has no issue if Jamie from Tender Touch receives the paperwork on behalf of the Town

Contract for burial fees, Tender Touch was the only one bidding on the burial fees, Contract will be typed and signed changes made in fees and are as follows:

Cremation burial, week days \$150 and Saturday is \$225

Full burial, week days \$500 and Saturday is \$750

Matt had lengthy conversation about all costs going up, stated they are not happy with the administration fee, and the burial fees increasing. Rob advised fees do need to be increased, they have been the same for many years, Rob will also view the costs each year.

Trees:

1 dead tree in section 2 to be removed and 2 other trees in section 6 need to be taken down due to lots being sold where the trees are. Tree Warden is aware and will take care of.

Falling down monument:

Monument is in section 6 has fell over, appears that the foundation is not level. Town notified Empire Granite for them to repair, will take care of and send a bill.

Cemetery Expansion:

St Brigid's looking to possibly expand they part of the cemetery. Rob advised he is looking into all possible way to expand any parts of the cemetery. Further investigation into this is needs. Also West Street proposal which is a triangle piece between Vad-tech and cemetery (4.7 acres) needs to be appraised to see how much can actually be used and then will look further into

Property survey was recorded at Registry of Deeds

Rob is looking into the new program for all burials in cemetery, need to pull all information together and move forward, looking to speak about \$10,000 initially and about \$350 year for all updates, one all records are updated onto this new GIS system, cemetery will only have to make updates as needed. Rob will be negotiating a contract in the near further.

Review of the budget (see attached)

Need to update rules and regulations and update fee schedule with new fees to distribute to Funeral Homes

Meeting Dates:

September 9th, October 7th, November 18th & December 9th

Meeting adjourned 7:45pm.

Gil Picard

Marica Landry

Marica Landry

Randy Mogren

Randy Mogren

Town of Millbury

Department of Public Works (FY 2014)

Cemetery Division

Dept.	Account	Description	Budget	Expended \$	Expended %	Balance
491	5100	Personnel Services	17,620.00	0.00	0.00%	17,620.00
491	5200	Purchase of Services	22,000.00	0.00	0.00%	22,000.00
491	5400	Supplies	2,000.00	0.00	0.00%	2,000.00
491	5800	Capital Outlay	2,500.00	0.00	0.00%	2,500.00
Total Cemetery Division			44,120.00	0.00	0.00%	44,120.00

Department of Public Works (FY 2014)
Cemetery Division
491-5100 Personnel Services

Start Balance	4,300.00	13,320.00	17,620.00
Expended			
End Balance	4,300.00	13,320.00	17,620.00

Account No.	491.5112	491.5117	
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WARRANT DATE	Description	Cemetery Commission Clerk	(2) 18 weeks @ \$9.25/hr	Head Clerk OT	Seasonal Laborer	Total Budget	Balanced w/ Accounting

Town of Millbury

Department of Public Works (FY 2014)
 Cemetery Division
 491-5200 Purchase of Services

Start Balance	10,000.00	6,000.00	1,500.00	4,500.00	22,000.00
Expended					
End Balance	10,000.00	6,000.00	1,500.00	4,500.00	22,000.00

WARRANT DATE	Description	Account No.	Electronic Records Software	Tree Removal <i>Catharine Dwinell Cemetery</i>	Repair Lawn Mowers & Equipment	Surveying Layout of New Graves	Total Budget	Balanced w/ Accounting
		491.5200						
		491.5200						
		491.5200						

**Department of Public Works (FY 2014)
 Cemetery Division
 491-5400 Supplies**

Start Balance 2,000.00 2,000.00
 Expended
 End Balance 2,000.00 2,000.00

Account No. 491.5400

WARRANT DATE	Description	Flags		Total Budget	Balanced w/ Accounting
		Loam	Grass Seed		

**Department of Public Works (FY 2014)
Cemetery Division
491-5800 Capital Outlay**

Start Balance	2,500.00	2,500.00
Expended		
End Balance	2,500.00	2,500.00

Account No. 491.5800

WARRANT DATE	Description	Replace Cemetery signs	Total Budget	Balanced w/ Accounting