

**CEMETERY COMMISSION
MEETING MINUTES**

October 25, 2016

5:00 PM

Conference Room C

MEMBERS PRESENT: William Graham
Maureen Sargent
Gail Forsberg

ALSO PRESENT: Scott Charpentier, Asst. DPW Director
Donald LeBlanc
Robert Luke

Meeting called to order at 5:05 PM

1. APPROVAL OF MINUTES FROM AUGUST 2, 2016 MEETING

Commissioner Sargent moved to approve the minutes from August 2, 2016; Commissioner Graham seconded the motion. All members voted in favor.

2. APPROACH TO LOT SALES (PROTOCOL)

Mr. Charpentier suggested that lot sales be in sequential order to aid in efficiency and to help avoid wasted lots that are difficult to sell. He noted how this parallels airline ticket sales to avoid single seats that are by themselves and not easily saleable. Commissioner Graham noted this was a good analogy and he understood the logic behind it.

3. UPDATE TO RULES & REGULATIONS

Mr. Charpentier presented the new regulations to the commission. The primary changes being located on page 3, section 5, regarding the eligibility of Northborough residents and eligible former Northborough residents to purchase lots. He also noted the complete price listing was added to the appendix. Commissioner Graham thought it was great, having everything in one place. Commissioner Graham also asked if we sell vaults. Donald LeBlanc noted that we do, and that a vault is required to meet our specifications even if it is not purchased from the town. Also, Commissioner Graham noted that he likes the sizes we offer for 2, 3 and 4 graves.

Commissioner Forsberg motioned to adopt the new regulations; Commissioner Sargent seconded the motion. All members voted in favor.

4. OPEN DISCUSSION/NEW BUSINESS

Commissioner Graham asked if we had a computerized listing (excel or word) for the old Howard Street Cemetery. Mr. LeBlanc noted that he has all the information in old books and that, to his knowledge, it was not computerized. Commissioner Graham thought he remembered that it was and asked us to check with MIS/GIS.

Commissioner Graham asked Commissioner Forsberg if she was still interested in becoming Chairperson of the Commission, if he should step down. Commissioner Forsberg noted that she was interested, which lead to a larger discussion as to the rules regarding term length and the appointment process in general.

NEXT MEETING:

The next meeting has been scheduled for February 2017, with a specific date to be determined in the future.

ADJOURN:

At 5:25 pm, Commissioner Sargent moved to adjourn; Commissioner Forsberg seconded the motion; The vote was unanimous in favor.

Respectfully Submitted,

Robert Luke
Administrative Assistant

Documents used during meeting:

1. October 25, 2016 Agenda
2. August 2, 2016 Meeting Minutes
3. Updated regulations of the Northborough Cemeteries (dated October 2016)