

Mount Vernon Cemetary
Trustees Meeting
September 28, 2009

ATTENDING; John McCormick III, Peter Rotando, Aaron Goodale and Cemetary Superintendent, Kevin McKee.

1. Chairman John McCormick III called the meeting to order at 4:35 P.M..
2. Motion made by Aaron G. and seconded by Peter R. to approve the minutes of the September 1, 2009 meeting. Unanimously approved.
3. Chairman John McCormick III presented notice of a meeting about Open Meeting Law on October 5, 2009 at 6:P.M. to 8:P.M. at the town hall. Chairman John McCormick III agreed to attend and represent the Board.
4. Chairman John McCormick III presented a notice from the town administrator, dated September 16, 2009 regarding Conflict of Interest for review by the Board.
5. Board received an outline of future concerns from the Cemetary Superintendent that was discussed at length.
6. Board reviewed proposals from Pontem Software and Boston Computer Scan. After much discussion, the Board agreed to accept these proposals as reports of progress for future consideration.
7. Board reviewed a proposal from Ahearn Equipment for maintenance on the Kubota tractor hydraulic cleanout and will leave two demo mowers while our tractor is serviced. Motion by Peter R. and seconded by Aaron G. to have this work done, not to exceed \$450.00. Unanimously approved.
8. Board reviewed request for the purchase of pelletized lime. Cemetary Superintendent recommended the purchase of two pallets at a cost of \$501.00. Motion by Peter R. and seconded by Aaron G. to purchase the lime at the price of \$501.00. Unanimously approved.
9. Board discussed the offering of a planting service at Mount Vernon, but due to limited time available to the Superintendent, Board suggested that this issue be revisited at some later date.

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10. Cemetary Superintendent notified the Board that he intends to have the garage painted by Trial Court personnel if possible. The Superintendent plans on painting the front of the garage himself.
11. Cemetary Superintendent asked the Board about resetting the granite pieces behind the Chapel since they are leaning away from the slope. Board directed the Superintendent to get a quote from Rotti Construction Co., Inc. and determine what steps are necessary to solve the problem.
12. Cemetary Superintendent asked the Board about providing efficient heater in the garage for winter work. Board directed the Superintendent to seek possible heat alternatives and quotes for their installation.
13. Cemetary Superintendent presented the Board a copy of a drawing (not to scale) of our property stake along the railroad tracks for future reference. Board thanked the Superintendent for his efforts.
14. Board revisited the issue of compensatory time for the Superintendent. After some discussion, the Board came up with the following policy.

If the Superintendent works on a Saturday, he receives double time in comp. time.

If the Superintendent is required to work on a Sunday or Holiday, he receives triple time in comp. time.

These measures will take effect anytime the Superintendent exceeds his regular schedule work week.

In addition, the Board directed the Superintendent to record the time that he is contacted by phone after hours on cemetary business.
15. Motion made by Jack M. and seconded by Peter R. to adopt the policy listed above, and placed into effect this date. Unanimously approved.
16. Aaron G. notified the Board that he had received three quotes for the fine grading and pavement of 2" of base mix on our new roads. Motion made by Peter R. and seconded by Aaron G. to pave the 2" base mix and related work, not to exceed the sum of \$19,000.00. Unanimously approved.

Bid considerations to include the immediate availability of contractors to complete this work.

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17. Board discussed the hydroseeding application to the new loam areas of the expansion program. Motion made by Aaron G. and seconded by Peter R. to spend up to \$4,000.00 at this time to hydroseed the area mentioned above, barring any unforeseen weather incidents. Unanimously approved.
18. Chairman John McCormick III, read a letter of thanks that he wishes to extend to the fire chief for his assistance and that of the fire dept. for providing water during the various phases of construction in the new expansion area. Motion made by Aaron G. and seconded by Peter R. to forward this letter from the Board of Trustees. Unanimously approved.
19. Cemetary Superintendent notified the Board that there are two 4" pipes coming out into the slope of Hemingways's property. These pipes are believed to take water from around the garage. Board directed the Superintendent, to have Rotti Construction Co., Inc. place and stake haybales in this area to prevent water damage to cemetary property. Motion made by Peter R. and seconded by Aaron G. to have contractor perform this work as incidental, to this project. Unanimously approved.
20. Cemetary Superintendent notified the Board that stain glass in the Chapel is starting to bulge out at the bottoms of the windows and in particular, the front two windows. Board was presented with some literature and a quote from Serpentino Stained & Leaded Glass, Inc. from Needham, Massachusetts, for a sum of \$22,450.00 to make all necessary restorations. Motion made by Aaron G. and seconded by Jack M. to revisit this issue in the near future. Unanimously approved.
21. Board of Trustees discussed the Cemetary Superintendent's participation in some cemetary professional association for the best interest of the town and Mount Vernon Cemetary. Superintendent will investigate this request.
22. Board of Trustees has been advised that members of the Oakdale Cemetary Association wish to meet with our Board regarding their cemetary. Mount Vernon Cemetary Trustees have decided to meet with the Oakdale Cemetary association members on Tuesday, October 6, 2009, at 7:00P.M. for a fact finding meeting. Jack M. will post at the town hall and Aaron G. has made telephone contact with Mr. Richard Chapman to confirm this meeting. Motion made by aaron and seconded by Peter R. to hold this meeting. Unanimously approved.

23. Board reviewed monthly bills. Motion made by Peter R. and seconded by Aaron G. to pay all of the monthly bills. Unanimously approved.
24. Board discussed the time and date for next regular cemetery meeting. Motion made by Peter R. and seconded by Aaron G. to schedule the next regular meeting on Monday, October 26, 2009 at 4:30 P.M.. Unanimously approved.
25. Motion made by Peter R. and seconded by Jack M. to adjourn at 6:30P.M.. Unanimously approved.

Respectfully submitted,

Peter N. Rotando, Clerk

Approved 10-26-09
5:20pm

Serpentino Stained & leaded Glass INC.

21 Highland Circle – Needham, Massachusetts 02494 – (781) 449-2074

Mr. Kevin McKee
Mount Vernon Cemetery
35 Worcester Street
West Boylson, MA 01583

Kevin,

It was a pleasure meeting you at the Mount Vernon Cemetery to view and inspect the stained glass windows in the Chapel. As we discussed, the stained glass windows show signs of lead deterioration, deflection along with cracked glass and some previously mismatched glass replacement. Also as mentioned to you at the site, one fact that is contributing to, and accelerating the lead deterioration is the Plexiglass covering the windows from the exterior. The Plexiglass is not vented for air circulation, causing moisture and condensation to be trapped in between the inner space, which over time will corrode and deteriorate the lead. This must be rectified during restoration, and the best solution as we discussed, would be to vent the Plexiglass from the exterior by cutting small corners, or sections and installing stainless steel screens allowing air circulation. This can be further discussed after the windows have been restored and prior to their reinstallation.

Proposal

The eight stained glass windows located in the Chapel should be removed and completely releaded. The following are procedures that will be employed during the restoration of the stained glass windows:

REMOVAL.

The stained glass windows and their sashes will be removed from the interior by gently removing the wood stops. The openings will be temporarily blocked with painted plywood, and the windows transported to our studio in Needham.

DOCUMENTATION.

All of the original conditions, and all restoration procedures employed while working on the stained glass windows will be documented. This will be accomplished with text and photographs.

DISMANTLING.

Rubbings will be taken of each individual window using 100% acid free vellum paper. The stained glass windows will be carefully taken apart and placed onto their respective locations on the rubbings.

CLEANING.

All dirt will be removed from the obverse and reverse sides of the windows. This cleaning will be done with a mild solution of Triton X (a non-ionic detergent) and warm water.

BROKEN & CRACKED GLASS.

There are several cracked or broken pieces of glass now in the windows. If these are simply discarded and replaced with "the best match we could find" the artistic integrity of the overall window will be severely compromised. Replacement should be restricted to the last resort and only when an exact match is possible. All cracked glass will be repaired. Where ever possible this will be done by edge-gluing or copper-foil repairs. All of the original glass will be kept in the panels unless it is severely damaged.

RELEADING.

All of the windows in the Chapel will be completely releaded using a new lead came. The width of the lead flange and the thickness of the heart of the lead comes will be similar to the existing. All lead lines will be cross-woven, and long, continuous, straight lines will be avoided, as they create a hinge point and cause windows to deflect. This can be clearly seen in a number of windows in the Chapel.

WATERPROOFING.

After complete releading, waterproofing putty will be forced under the leads. The putty is composed of whiting (calcium carbonate) and an organic oil medium. After the putty is forced under the leads, it is cut back flush with the edge of the lead with a sharpened hardwood stick. All excess oil is cleaned away with whiting and rags. The final process is a very brisk brushing with a medium stiffness brush to burnish the solder joints.

REINSTALLATION.

The stained glass windows will be correctly sized to fit into their respective openings. This means that the actual window opening size should be 1/8" to 3/16" larger than the full size of the stained glass window, in height as well as width. These allowances will permit the stained glass window to expand and contract without bowing and bulging. The stained glass windows and their sashes will be delivered to the Mount Vernon Cemetery and reinstalled in their respective openings.

Total cost for the restoration of the restoration of the eight (8) stained glass windows located at the Mount Vernon Cemetery Chapel: \$22,450.

Please do not hesitate to call my cell phone (781) 760-7602 if you have any questions during your meeting.

I look forward to hearing from you.

Sincerely,
Roberto Rosa
Serpentino Stained Glass, Inc.

www.serpentinostainedglass.com

Outline

September 28, 2009

- cemetery software proposal Boston Computer Scan vs Pontem
- approval for maintenance by Ahern equipment on Kubota Hydraulic cleanout around \$300.00 - \$400.00
- They will pick up Kubota while dropping off 2 demos for mowers, if ok by Trustees
- Pelletized Lime need 2 more pallets 50 lb bag @\$4.48/bag , 56 bags on a pallet x 2 pallets = \$501.00
- stack granite behind veterans rock, maybe as steps and retaining wall for more appealing plantings
- cost on straightening granite behind chapel slope
- working on painting garage
- not to scale drawing of property stake placement by railroad tracks, copy above wall map
- electric infrared heater for garage??
- Consider offering a planting service....offer a select group of flowers—geraniums, mums purchase from local greenhouse for \$7.00 and plant each item for \$15 or \$20. Offer a bucket of mulch for \$25 and remove bushes for \$35 up to 4 feet and \$65 for taller.