

**Minutes from 3/11/20 Cemetery Commission meeting**  
**6:45 PM**  
**Town Hall**

*Approved at the April 15, 2020 meeting*

Members present: Walter Tibbetts (WT), Raymond Cusson (RC), Janice Stone (JS)

Visitor: Leslie Luchonok

1. Review & approve minutes of 2/12/20 meeting. RC made the motion, seconded by JS to approve the minutes. All voted in favor.
2. Gravestone Repair Project RFB. RFB is ready for review. WT gave other members a copy of the RFP and went over the main points. There are some places where specific dates need to be inserted, and a few things that Town Administrator Rebecca Torres (RT) has to check. Commissioners went over finances. Work is for restoration of up to 18 gravestone monuments, depending on total costs. Also includes a class or workshop to train up to 15 people in the proper techniques for gravestone cleaning and minor repairs. If review is done in time for RFB to be out by 3/24, deadline for bid submittals would be 4/14/20. WT explained difference between RFPs (Request for Proposals) and RFBs (Request for Bids). Latter has more flexibility, and we do not have to accept lowest bid. Work would then need to be done by 10/31/20. Timetable for awarding bills (4/21) and executing the contract & commencing work (5/1) was discussed. Any questions about the work received by 4/1 and answers on our website by 4/6. WT will work with RT to finalize the RFB.
3. Veterans' Heritage Grant. JS is awaiting receipt of the funds. The check should be for \$2105, with about \$1000 for the repainting of the War Memorial and the rest for the restoration/cleaning of 7 Veteran's monuments at West Cemetery. There is about \$14,000 left in the combined funds for this project (CPA and \$1000 donations each from Historical Commission and Friends of the Shutesbury Historical Commission.)
4. Cemetery Policies and signs. Group reviewed and agreed on changes to the sign language. They decided more copies of the first sign were not needed (already at the different cemeteries). RC should order 3 new signs about regulations.
5. Web site. JS wrote a short description of each town cemetery with a photo or two for the webpage. JS gave WT a paper copy, will email the digital version to him to put on website. Commissioners discussed what other things to add to website. JS will send them the link to the MA Historical Commission's cemetery info (where she got some of her info for the write-ups).
6. Other business not anticipated 48 hours prior to the meeting. RC mentioned at the start of the meeting that the April meeting will be his last. He has a lot of things that he needs to get done. He is resigning after April meeting. WT and JS were sad to hear this. Commissioners asked visitor Leslie Luchonok if he had any questions. He told them he has been a resident of Shutesbury for a long time and realized he did not know anything about the Cemetery Committee and what it did. Commissioners gave him some

background and suggested this would be a great time to join, as RC is leaving & we need to fill his spot.

Commissioners discussed holding a volunteer clean up day. A possibility, but takes more time to organize than WT has now. First thing is to get the mowers ready for this spring. JS mentioned that she was thinking of writing an article for the next issue of Roadtown Newsletter about the SHRAB grant. It would be a little publicity about the Historical-Cemetery Commissions' work, and to ask for volunteers for the workshop. WT and RC thought that was fine. Survey work at West Cemetery. WT has not heard from the surveyor in a while, will check with him on status of project. WT will also check with Williamsburg blacksmith about finishing job on the winter tomb lock.

7. Next Meeting Date. April 15<sup>th</sup> 6:30 PM
8. Adjournment at 8:45 PM. JS made the motion, seconded by RC. All in favor.

Submitted by

*Janice Stone*