

**Minutes from 2/17/21 Cemetery Commission meeting
6:00 PM**

**Remote Access Meeting with Zoom
(Under Emergency Order for Pandemic)**

accepted as amended, 3/17/21

Members present: Walter Tibbetts (WT), Steve Sullivan (SS), Susan Millinger (SM)
Meeting called to order at 6:03.

1. Welcome to New Members. WT welcomes new members SS and SM, who were appointed jointly by the Cemetery Commission and the Select Board (at a Select Board meeting of February 9) to fill out the terms of Ray Cusson and Janice Stone.
2. Review and approve minutes of the January 31, 2021 meeting. SS made the motion, seconded by SM, to approve the minutes. In the roll call vote. WT and SM (present as a visitor on 1/31) voted in favor; SS abstained because not present on 1/31/21.
3. General description of duties of members of the Cemetery Commission. WT explained the duties: to oversee the operation of the three town-owned cemeteries: West (including the formerly private adjacent Luther Henry cemetery), Pratt Corner Road and Locks Pond Road (also called the Locks Village Cemetery.)
Oversight includes hiring of the groundskeepers and keeping time sheets and payrolls; making sure equipment is maintained; setting prices for and selling plots; making policy for use of the cemeteries. WT has been marking out the correct location for burials; working with the monument company and making sure stones are in the right place; digging the holes for cremations. WT handles a lot of calls on cemetery business.
4. Annual Report for July 1, 2019-June 30, 2020, written by Janice Stone, secretary through 1/31/2021. A motion to accept the Annual Report was made by SM, seconded by SS, and unanimously approved by roll call vote.
5. The Final Report on the Gravestone Project will be sent to the current Commission.
6. Cemetery Commission Website. A description of the three cemeteries and the new language for signs has been sent by Janice Stone to be included on the website; a list of cemetery policies and pricing will also be included on the website. WT has spoken to Gail Fleischaker of the Web Committee about the need to add more information to the website.
7. Publishing cemetery regulations. WT explained that changes in cemetery policies need to be publicized. The main policies will be on the website, such as the changed policy that four cornerstones are no longer required on all lots. New signs will list the rules governing behavior in the cemetery. Examples: planting flowers is permitted, but not planting bushes or trees. No overnight camping is allowed; people are to clean up after their pets. The hours the cemetery is open to the public will be posted. The signs should be simple but cover basic behavior.
8. West Cemetery surveying work. WT explained the problem: the differences between where the roads within the cemetery actually are and where they are on the

map created by Bill Randall. The proposed solution will have to wait until Spring, when the surveyor can put iron pins in the ground every 50 feet along the roads. Then a new map can be drawn up with measurements reflecting the realities of the cemetery.

9. Questions from the new members? SM asked whether there has been any consideration given to closing the cemetery to people who are not connected to Shutesbury. WT said that so far it had not seemed necessary, though he did worry a bit in the early days of the Green Burial section, when Shutesbury was one of only a few cemeteries in the state to have such. (There are 144 plots set aside for green burials.) WT noted that if there were such a need, the Commission could make the decision without need to consult Select Board or Town Meeting. A clarification of the financial relationship of the Cemetery Commission and the rest of Town Government: the Town budget provides a small sum of money for Cemetery uses but it is more dependent on sales of lots, which go into an expendable trust fund. This can be used, for example, for equipment purchases.
10. Set date for next meeting. Members agreed on Wednesday March 17 at 6 p.m.
11. Adjournment at 6:53 p.m. A motion to adjourn was made by SM, seconded by SS unanimously approved by roll call vote.

Submitted by

Susan Millinger

Cemetery Commission secretary

