

**Minutes from 8/18/21 Cemetery Commission meeting
6:00 PM**

**Remote Access Meeting with Zoom
(Under Emergency Order for Pandemic)
Approved at meeting of 9/29/21**

Members present: Walter Tibbetts (WT), Susan Millinger (SM), Dina Stander (DS),
guests: Mary Jo Maffei, Janice Stone, and Steve Sullivan.

Meeting called to order at 6:06

1. Review and Approval of minutes of June 16 meeting. A motion to accept the minutes of 6/16/21 was made, seconded, and approved by a unanimous roll call vote.
2. Contents of the Cemetery Website. DS has taken responsibility for website contents. Since she was not able to join the meeting until later, she was not able to contribute at this point. Since the June meeting, SM and DS met to talk about the transfer of website work but talked mainly about their interests in cemeteries.
3. Cemetery regulations. SM reported on the regulations of traditional burials that Janice Stone, the previous secretary, had collected from local cemeteries, as well as on the regulations of a number of other cemeteries of smaller towns found on line. She suggested the Princeton regulations were worth review: they have more details than those of Shutesbury, but keep to the essentials. She will send the link to other commission members. Visitor Stone suggested looking at Hadley's regulations. WT notes that there are cemetery documents in a file cabinet in Town Hall which need to be examined, possibly including materials relevant to regulations. He suggests the Commission meet at Town Hall and inventory the documents there.
Cemetery regulations: cemetery signage. The new sign for West Cemetery has been put up.
4. Surveying of West Cemetery: Update. WT spoke with Larry Holmberg, the surveyor, about the state of the survey. Holmberg's staff have finished their work. Pins have been placed on what should be the center of the road, perpendicular to the baseline. WT suggests we do some measuring to see how much error there is between the actual road and where it should be in relation to the baseline. Stone volunteers to help. She suggests spray painting. WT plans to use pipe flush to the ground, so that pins can be dropped in it for measuring. A future project.
5. Other future projects: A branch to trim back; brush which is hiding the wall to be trimmed. It would be ideal if the groundskeepers would do this.
The crypt door was rebuilt; now it needs to be painted.
6. Annual Report. SM assumed it's the job of the secretary: she is willing to do it. Stone, the previous secretary, provided some pointers.
7. Gravestone Cleaning Workshop. DS had volunteered to contact TaMara Conde about her schedule. DS reported that given the Delta variant surge, it might be better to postpone the workshop until spring. WT thinks it still a good idea to check

with TaMara about her availability; Stone suggest the initial presentation could be on Zoom.

8. *Unanticipated items*. WT summarizes what the Commission did earlier in the evening.

DS asked for a broader understanding of the details of a burial and the role of the Cemetery Commission chair in the different stages of the process. It would be helpful to have a written description of the process from the perspective of the Cemetery Commission. DS volunteered to do the documentation.

Guest Maffei thanked WT and Janice Stone, previously a member of the Commission, for their work in initiating and organizing the new green burial section of West Cemetery, and thanked the Commission members for their volunteer efforts.

9. *Date for next meeting*: Wednesday, September 15 at 6 p.m.

10. *Adjournment* at 6:47 p.m. A motion to adjourn was made, seconded, and unanimously approved by roll call vote.

Submitted by

Susan Millinger

Cemetery Commission secretary

