

Final Minutes of 1/7/23 Cemetery Commission

6:00 PM

Hybrid Meeting with Zoom

(Under Emergency Order for Pandemic)

Approved at the Meeting of April 20, 2023

Note: there was no meeting in December 2022

Members present: Walter Tibbetts (WT), Dina Stander (DS), Susan Millinger (SM). Meeting called to order at 1:18 p.m.

- 1) Minutes of the November 16, 2022 meeting: Motion to accept the Minutes of November 16 was made and seconded. The minutes were unanimously approved.
- 2) New burials and lot sales: None to report.
- 3) CPA Grant Application: A draft grant application was read and revised. WT signed a page of this draft because he will be out of town when the application is submitted. The Community Preservation Committee (CPC) has a meeting scheduled for January 18 for questions about the application; WT and SM plan to be present. The application is due by January 31. CPC has also scheduled a meeting on February 16 for applicants to answer questions from the Committee about their application, and on March 23 for the residents of Shutesbury to ask questions.
- 4) Discussion of document “Steps to take when selling a cemetery plot” which WT drew up as guidance during his absence. This very clear document will be appended to a later set of minutes. WT added the advice that to measure a plot (for an individual burial) or lot (for eight burials), one needs a 300” measuring tape and a smaller one. Questions arose about winter burials. William W. Clark Excavating will dig them: ordinarily the funeral director contacts them. Clark can dig into maybe four inches of frost. When the frost is thicker, the funeral home can hold a body; most people opt for a cremation in those circumstances. Grassroots of Leverett digs for green/natural burials
- 5) Inventorying Cemetery documents: The Cemetery Commission was holding a hybrid meeting in the Committee Room of Town Hall in order to inventory documents in a file drawer there. There were surprisingly few documents, most being records from the 1950s. However, there is a set of Corbin’s 1930 copies of inscriptions there. WT brought a large map of the southern (?) half of the cemetery, for which there is currently not a good storage place for it in the room. SM took it home for safekeeping while WT is away. The Commission will later create a written inventory of the contents of the drawer.
- 6) Agenda items for the next meeting:
 - a. Website issues. DS will bring all the information she has collected for the website; which she plans to give to Gail Fleischaker of the Web Communication Committee to

enter. SM will look through the minutes to find the texts of further additions to Cemetery Regulations also to be given to Fleischaker.

b. Discussion of acquisition of a small external hard drive to keep in the Cemetery Commission's drawer in the Committee Room with up-to-date burial records. 7) Date for next meeting: Wednesday, February 21, 2022, at 6 p.m.

8) Adjournment at 2:56. A motion to adjourn was made, seconded, and unanimously carried.

Submitted by *Susan Millinger*

Cemetery Commission secretary

