

**Minutes of 11/20/2024 Cemetery Commission draft  
6 P.M.  
Approved at the Meeting of December 18, 2024**

Members present: Walter Tibbetts (WT), Dina Stander (DS) and Susan Millinger (SM). No guests were present.

The Meeting was called to order at 6:08 p.m.

- 1) Minutes of the October, 23 2024 meeting: Motion to approve these minutes as corrected was made, seconded and unanimously passed by a roll call vote.
  
- 2) New burials, installations of stones, lot sales
  - a. No new burials.
  - b.1. WT has approved the installation of a footstone on Al Springer's lot, having marked its location for Dorsey; it is not known whether the installation has occurred
  - b.2. The Reads are also having a footstone installed in the Locks Pond Cemetery by Dorsey; it is not known whether that has occurred.
  - c. One inquiry about lot or plot sale in the green/natural burial section of West.
  
- 3) Groundskeeper Update:
  - a. Carl L continues to work on shrubs that had gotten out of control; WT has gotten compliments for groundskeeper's work
  
- 4) Update on ground penetrating radar and mapping project:
  - a. WT has taken photographs of Thomas Cunningham's flags. The red flags mean there is definitely evidence of a burial; the white flags indicated an initial response.
  - b. TC is now working on his report to Shutesbury.
  
- 5) Cremation burial worksheet and fee schedule0:
  - a. The Commission discussed the contents of a draft which WT had prepared.
    1. A diagram of the cemetery would be a helpful addition, perhaps on a separate sheet. The location of the burial could be marked there.
    2. Additional questions about possible services:
      - i. Is there going to be a formal service? If so, where?
      - ii. Is there going to be a graveside service?
      - iii. Is there a plan to add a marker? With an inscription on the stone?
    1. The Fee Structure is a separate document.

i. WT will talk with the Town Accountant about the best ways to handle this. WT's custom was to charge a flat fee of \$100, collected for the Town, to go into the revolving fund. The person who dug the grave for the cremains was paid from this. When the person doing the work is paid by the hour, should this work be paid by an hourly wage rather than a flat fee?

ii. Once WT gets the information from Gail, the Commission can further discuss the fee. DS asks whether Shutesbury is charging enough for cremation burials; based on her experience, she thinks we may not be. This will be part of the next discussion.

- 6) The CPA Grant application: the form for Certification of Eligibility is due Dec. 5.
- a. The form includes the cost of the project, the amount of a CPA grant to be applied for; anticipated contribution of the Cemetery Commission; anticipated financial support from others.
    - i. It would be helpful to know whether the price will be the same quoted for the FY23 earlier stage. Getting responses from Conde had not been easy; we will try again.
    - a. We also hope, as in FY23, for support, both in a letter and a grant, from the Historical Commission; SM will contact the Commission.

7) Unfinished Business: none

8) New Business: none

9) Items not anticipated 48 hours before the meeting: none

10) Date and time for the Next Meeting: Wednesday, December 18 at 6 p.m.

11) Adjournment: A motion to adjourn was made, seconded, and unanimously approved in a roll call vote. The meeting was adjourned at 6:59 p.m.

Submitted by  
Susan Millinger,  
Cemetery Commission secretary