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DATE: May 19, 2023  
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***Belmont Board of Cemetery Commissioners (BOCC)  
Meeting Minutes  
October 13, 2022***

**I. Call to order**

Chairman Ellen O'Brien Cushman called to order the scheduled and posted Zoom, BOCC meeting at 5:05PM.

**II. Roll call**

The following were present: Ellen O'Brien Cushman, Bill Chemelli, Alexander E. Corbett, III, Jay Marcotte, DPW Director, Michael Santoro, DPW Highway Division Director and Frank Sartori, Manager of Parks and Cemeteries. Also in attendance were Frank Getchell and Justin Gould from Weston & Sampson Engineers

**III. Approval of meeting minutes**

Motion made and seconded to accept meeting minutes revised during the meeting: 6/14/2022 and 8/31/2022 were unanimously with approved changes accepted by roll call vote: Alex – Yes, Bill – Yes, Ellen - Yes.

**IV. Agenda Items**

a) **Highland Meadow Groundwater Control Plan**

Jay Marcotte asked for a Weston & Sampson proposal in June...as solutions are needed! The issues were discussed, and we further discussed the Weston & Sampson, September 7, 2022 Groundwater Control Feasibility Proposal. A copy is attached. A motion was made and seconded to fund the \$15,000 for the conceptual design for a groundwater control plan. The funds will come from the Cemetery Perpetual Care Interest fund. It will be a Capital item for the actual work. The vote was unanimous: Alex- yes, Ellen- yes and Bill- yes.

b) **Highland Meadow Sign**

Specific wording and layouts were discussed. Alex will request a design proof to discuss further.

c) **Community Preservation Act project status**

At this time, we have only received a single bid of from Kyle Zick Landscape Architects. Bid due date and time is October 25<sup>th</sup> at 5PM. We hope to get others.



d) **Update on PeopleGIS WebCemetery Project**

The Town of Arlington's cemetery application is our template. Saul Farber of PeopleGIS indicated significant progress on data importing into the software. Highland Meadow records are working better than Belmont Cemetery's are because of the annexed property and associated numbering schemes. Efforts are moving along to solve the "mysteries".

e) **Offer to clean the Veterans' Stones**

An offer/request by Camela Picone was made to undertake a volunteer stone cleaning effort on the Veterans' markers at the main entrance to the Belmont Cemetery. There were concerns expressed that this work may damage the stones. Ellen will gather more information and report back to us.

**V. Correspondence from residents**

Letters were received from Anne Marie Mahoney, Kathleen Ruane and a call from Steven B. Rosales detailing specific conditions they felt were of concern, at both cemeteries. We take every one very seriously and discussed remedies for each and asked the DPW Cemetery personnel to implement solutions.

**VI. Adjournment**

Chairman Ellen O'Brien Cushman adjourned the meeting at 7:25PM, unanimously approved.

**Minutes submitted by: Alexander E. Corbett, III, Clerk**