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***Belmont Board of Cemetery Commissioners (BOCC)
Meeting Minutes
December 5, 2022***

I. Call to order

Chairman Ellen O'Brien Cushman called to order the scheduled and posted Zoom, BOCC meeting at 5:12PM.

II. Roll call

The following were present: Ellen O'Brien Cushman, Bill Chemelli, Alexander E. Corbett III, Jay Marcotte, DPW Director and Danielle Desilets from Kyle Zick Landscape Associates, the selected firm for "The Preservation Master Plan with Treatment Recommendations for the Belmont Cemetery".

III. Agenda Items

a) **Kickoff Meeting with KZLA (Kyle Zick Landscape Architecture, Inc.**

First meeting with Danielle Desilets the PM for our CPA project. We discussed information that she needed and discussed an onsite meeting date on December 15th...hoping for good weather! Last lot sold was in 1988. Maps, photos and historical documents...anything we could come up with, she would like to see. She borrowed the photo book from the office...promised to return after scanning what she thought would be good in the final report.. Ellen indicated her office (Town Clerk) had information that would be helpful to Danielle and will provide soon. This project was spurred by Jay Marcotte. He was looking for a planting plan to replace lost trees. A historic master plan for Belmont Cemetery was ultimately suggested, that would include these recommendations. He made the pitch to the Community Preservation Committee and here we are!

b) **Highland Meadow Sign**

More discussion of the specific wording and layout clarifications. Alex will request revised design.

c) **Weston & Sampson Groundwater Control Project Update**

W&S is finalizing their required drilling locations. They will perform the drilling in the near future. Cemetery staff will be onsite to assist, if necessary.



d) **Lot sold to now former Belmont resident**

A lot was sold to a person who was thought to no longer be a Belmont resident however the person purchased the lot prior to moving out of Belmont. A motion was made and seconded to affirm the lot sale. Unanimous vote: Ellen- yes, Bill- yes, Alex- yes

The Town Clerk's Office is the only official place to confirm residency!

IV. Update on PeopleGIS WebCemetery Project

Good progress being made. Motion made and seconded to approve Invoice # 4343, for \$6500.00 for part 1 of the project. Unanimous vote: Ellen- yes, Bill- yes, Alex- yes. Funds to come from Cemetery Perpetual Care Interest Fund.

V. Approval of Minutes

none

Chairman Ellen O'Brien Cushman adjourned the meeting at 6:45PM, unanimously approved.

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