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DATE: October 17, 2022
TIME: 8:54 AM

Page 1 of 3

Belmont Board of Cemetery Commissioners BOCC)
Meeting Minutes
August 31, 2022

I. Call to order

Chairman Ellen O'Brien Cushman called to order the scheduled and posted BOCC meeting at 5:01PM, via Zoom.

II. Roll call

Alex Corbett, Clerk, conducted a roll call. The following persons were present:
Ellen O'Brien Cushman, Bill Chemelli, Alexander E. Corbett, III, Michael Santoro, Frank Sartori and Elenna Dugundji

III. Approval of meeting minutes

None

IV. Agenda Items

a) **Request by Elenna Dugundji- RE: transfer of burial rights in Veteran's section**

We discussed the request with Elenna. She explained her request clearly and concisely. Elenna asked for permission to be buried with her father, recently deceased, in the Veteran's section. Typically only a spouse may be interred, but her parents are divorced and her mother has remarried. The commission asked Elenna to provide to the Cemetery office staff with a notarized letter from her mother and her sister, the only two persons who have a legal interest. The letter must waive their burial rights and designate Elenna as the person who may use the lot's burial rights. Conditional and unanimous approval was given by the board, based on Elenna's mother's OK and Elenna's sister's OK.

Roll call vote: Ellen- YES, Alex- YES and Bill- Yes

Elenna left the meeting.

b) **Review of hydrological engineering design work for Highland Meadow Cemetery**

Jay Marcotte reported that Glenn Clancy, Michael Santoro, and Justin Gould, from Weston & Sampson met in June.



W&S understood the report and would have a proposal for a potential design/solution by mid-September.

There was an August 23rd call to Michael and Jay, from Stantec, indicating they were sorry for the delay in response. We are not proceeding with any additional work with Stantec

c) **Discussion of Belmont Cemetery road maintenance**

- d) Hot mix patching was done by DPW staff, in early Spring. This will help to slow the inevitable deterioration. A more comprehensive plan will be developed. **Update on the Belmont Cemetery Preservation Master Plan and Treatment Recommendation Proposal**

Jay Marcotte said the RFP will be live on 9-8-2022 and that the bid due date is 10-1-2022. His enthusiasm was well noted! Lauren Meier's recommended list of firms will be asked to bid.

e) **Cemetery Revenue review**

The FY 22 revenue spreadsheet was provided by the DPW and will be attached to these minutes.

f) **Update on PeopleGIS WebCemetery Project**

Ellen is on top of this project and expecting a live test of the site in the very near future!

Jay Marcotte left the meeting

V. **Discussion of the Donald Mercier lot stone marker at Highland Meadow Cemetery**

Ellen reported that she had just been contacted by Don Mercier and his son Gary. She contacted Sue and Frank at the Cemetery office to understand the issue.

Frank told the Board that there was an issue with the size of the marker stone for the Mercier family, that resulted in a significant delay in the installation.

Frank indicated that the Cemetery staff had provided the allowable dimensions of the marker, but it was manufactured in an unacceptable size and could not be installed. The family is having it re-made, correctly sized.

VI. **Highland Meadow Sign**



Alex asked if this could be postponed until the next meeting. He is working on locating an appropriate vendor.

VII. Chairman Ellen O'Brien Cushman adjourned the meeting at 6:11PM

Unanimously approved.

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

7/1/2021 -6/30/2022

SERVICES	110		GROVE-65	HMC-45		
REGULAR DEPTH	38		22	14		
DEEP DEPTH	27		12	15		
CREMATIONS	45		30	15		
SATURDAY		20	13	7		
NON-RESIDENTS		58	39	19		
INCOME	\$ 118,975.00					
LOTS SOLD	31					
BURIAL LOTS	19					
CREMATION LOTS	12					
INCOME	\$ 123,700.00					
ORCHARD ZONE	5		BURIAL-1	\$ 8,000.00	CREM-4	\$ 10,400.00
MEADOW ZONE	10		BURIAL-9	\$ 40,000.00	CREM-1	\$ 1,300.00
WOODLAND ZONE	16		BURIAL-9	\$ 54,000.00	CREM-7	\$ 14,000.00
				\$ 102,000.00		\$ 25,700.00
FISCAL YEAR INCOME	\$ 242,675.00					

Fy 22