

Town of Lunenburg



Cemetery Commission

Lance D. May
Lorraine Mendoza
G. Stephen Schaff

THE LUNENBURG CEMETERY COMMISSION MET ON JUNE 15, 2016 AT THE LUNENBURG PUBLIC LIBRARY @ 7:00 pm.

MEMBERS PRESENT WERE LANCE MAY , LORRAINE MENDOZA AND STEVE SCHAFF WITH TODD HOLMAN, CEMETERY SUPT AND GUEST HISTORIAN, RICHARD MCGRATH.

MINUTES FROM MAY 25, 2016 WERE READ AND ACCEPTED .

NO PUBLIC DISCUSSION TOOK PLACE.

THE MEETING CAME TO ORDER WITH CHAIR MAY RECOGNIZING HISTORIAN RICHARD McGRATH , WHO APPEARED BEFORE THE COMMISSION TO FURTHER DISCUSS HIS PROPOSAL TO RESTORE THE NORTH STREET CEMETERY TOMB.

DURING THIS FOLLOW-UP PRESENTATION , HE OFFERED TO RESTORE THE BRICK WORK, RE-CALK AND RE-POINT THE BRICK AND GRANITE FOUNDATION , SCRAPE, PAINT, AND CALK THE WOODEN FASCIA AND BRACKETS, TRIM THE HEDGE 15' FROM THE BUILDING, REMOVE POISON IVY AND PROVIDED BIDS HE HAD SOLICITED FOR THE ROOF WORK .

RICHARD ALSO STATED HE WOULD INSTALL A NEW DOOR , COMPLETE WITH HINGES AND LOCK.

HE STATED ALL OF THE MATERIALS AND WORK WOULD BE DONATED AND PAID FOR THRU GRANTS AND DONATIONS. THE TOTAL ESTIMATED COST TO BE \$6,000.00. \$ 9,000.00 LESS BECAUSE THE ROOF WILL BE RE-PLACED WITH ,(EPDM), A RUBBER ROOF MEMBRANE WHICH HAS A 30 YEAR WARRANTY . HE WOULD SEEK A ROOFING SUB-CONTRACTER TO DO THE ROOF.

RICHARD ASKED THAT THE PURCHASE OF THE DOOR BE MADE BY THE CEMETERY COMMISSION.

RICHARD STATED THAT THE LUNENBURG HISTORICAL COMMISSION VOTED TO APPROPRIATE \$500.00 TOWARDS THE PROJECT. HE FURTHER STATED THAT A BOND WAS UNNECESSARY PER HIS CONVERSATION WITH THE DPW AND INSURANCE IS UNNECESSARY BECAUSE HE IS COVERED BY THE TOWN ,(INDEMNIFIED BY HIS SERVING ON A TOWN APPOINTED BOARD), AND SIGNED WAIVERS ARE ALSO NOT REQUIRED.

RICHARD FURTHER STATED THAT HIS LABOR WILL BE DONATED AND THE \$6,000.00 WILL BE RAISED BY DONATIONS.

HE EXPLAINED HE ORIGINALLY SPOKE TO THE SELECTMEN'S OFFICE AND HIGHWAY SUPT AND WAS TOLD HE IS NOT REQUIRED TO POST A BOND AND THAT ANY VOLUNTEERS INVOLVED WITH THIS PROJECT WILL SIGN A WAIVER ABSOLVING THEM OF ANY LIABILITY SHOULD DAMAGE INCURE TO THE BUILDING OR INJURY SUSTAINED WHILE WORKING ON THE BUILDING .

HE FURTHER STATED THE LUNENBURG HISTORICAL COMMISSION VOTED AND APPROVED THE PROJECT AND IT WILL TAKE 30 DAYS TO COMPLETE ONCE, APPROVED BY THE CEMETERY COMMISSION.

CHRMN MAY STATED THAT HE HAD BEEN IN CONTACT WITH THE TOWN MANAGER, KERRY LAFLEUR ABOUT THIS WORK AND HIS PROPOSAL.

HE FURTHER EXPLAINED THAT SHE INDICATED 3 BIDS WOULD HAVE TO GO OUT ON THE PROPOSED PROJECT, THAT THE STATE ETHICS COMMISSION WOULD HAVE TO BE ASKED AN OPINION ON RICARD ACTING -AS A SUB CONTRACTOR, AND ALTHOUGH, A BOND IS NOT REQUIRED , A "CERTIFICATE OF INSURANCE WOULD HAVE TO BE PROVIDED".

SHE FURTHER STATED THAT ANY " DONATION OF LABOR OR MATERIALS AND THEIR VALUE SHOULD BE DETAILED IN THE BID DOCUMENT".

CHRMN MAY POINTED OUT THAT ONCE, RICHARD SPOKE TO THE STATE OF MASSACHUSETTS ETHIC COMMISSION AND RECEIVED AN O'K' FROM THEM TO PLEASE PROVIDE THE CEMETERY COMMISSION WITH A LETTER STATING SO.

RICHARD THOUGHT THAT AN OFFER OF VOLUNTEER WORK WOULD NOT NEED THESE REQUIREMENTS AND WOULD FOLLOW-UP ON THEM AND LET THE CEMETERY COMMISSION KNOW WHAT THE RESULTS ARE.

THE COMMISSIONERS THANKED RICHARD FOR HIS TIME.

DISCUSSION ON THE NICHE WALL TOOK PLACE WITH COMMISSIONER SCHAFF OUTLINING THE NEED TO REVIEW AND ESTABLISH A SET OF GUIDELINES THAT ARE NEEDED TO ADMINISTER THE USE OF THE WALL UPON ITS COMPLETION -AS WELL-AS ESTABLISHING COSTS -AS DURING HIS RESEARCH AT FORREST HILL CEMETERY IN FITCHBURG , ALL COSTS TO PURCHASE WERE THE SAME -AS WERE THE SIZES OF EACH NICHE AND FELT THAT THIS POLICY NEEDED TO BE FURTHER REVIEWED SHOULD LUNENBURG DECIDE TO FOLLOW-IT !

CHR MAY SUGGESTED THAT THE COMMISSIONERS INVITE THE THREE NICHE WALL VENDORS TO A MEETING FOR THE PURPOSES OF DISCUSSING THEIR PRODUCT AND HOW IT WOULD BE SA GOOD FIT FOR LUNENBURG. THE COMMISSION AGREED TO ASK EACH OF THE VENDORS TO ATTEND A MEETING .

DISCUSSION OF RULES AND REGULATIONS WERE TABLED UNTIL A LATER DATE.

TODD HOLMAN,(SUPT OF CEMETERIES), WAS INFORMED THAT THE CEMETERY COMMISSION PLACED A FREEZE IN SPENDING AGAINST THEIR ACCOUNTS -AS A QUESTION AROSE -AS TO WHAT WERE THE BALANCES LEFT IN BOTH ACCOUNTS.

UNDER NEW BUSINESS,

CHRMN MAY POINTED OUT THAT BOTH ACCOUNTS THE CEMETERY USES WERE OVER-SPENT AND HAD SPOKEN TO THE TOWN ACCOUNTANT, KAREN BROUCHU TO GET UP-TO DATE FIGURES.

THE COMMISSION REVIEWED A CURRENT BALANCE SHEET FROM BOTH THE CEMETERY TRUST AND CAPITAL PROJECT ACCOUNTS: FIGURES OBTAINED FROM THE TOWN ACCOUNTANT WERE UPDATED AND PLUGGED IN -AS OF JUNE 15.

THE BOTTON LINE WAS AN AMOUNT OF FY 2016 BILLS THAT NEEDED TO BE PAID TOATLING \$8,794.08.

CHR MAY STATED THAT THIS AMOUNT WOULD HAVE TO BE INCLUDED IN ANY WARRANT ARTICLE AMOUNT THAT WOULD BE PRESENTED AT THE SPECIAL TOWN MEETING.

HE THEN STATED THAT A WARRANT ARTICLE WOULD HAVE TO BE PLACED BEFORE THE NEXT SPECIAL TOWN MEETING TO REQUEST A TRANSFER FROM THE "SALE OF LOTS ACCOUNT" INTO AN OPERATING ACCOUNT. HE ALSO ~~SAID~~ ^{STATED} THAT KAREN WAS WORKING ON THE PERPETUAL CARE ACCOUNT TO DETERMINE THE AMOUNT OF INTEREST AVAILABLE TO BE USED ON A QTRLY BASIS.

KAREN STATED THAT THIS PROCEDURE WAS HOW THE CEMETERY COMMISSION HAS TRANSFERRED FUNDS IN THE PAST AND FELT THAT BY GOING BEFORE THE SPECIAL TOWN MEETING WOULD BE ACCEPTABLE -AS THE FUNDS ARE NOT BEING APPROPRIATEED FROM TAXATION OR BORROWING. BUT, FROM AVAILABLE CEMETERY FUNDS.

COMMISSIONER SCHAFF WAS TO MEET WITH KAREN AND WORK OUT A WARRANT ARICLE FOR THE NEXT SPECIAL TOWN MEETING.

THE COMMISSIONERS DISCUSSED THE AMOUNT OF TRANSFER \$ THAT IS NEEDED TO BE PLACED ONTO THE WARRANT ARTICLE AT THE SPECIAL TOWN MEETING AND IT WAS DECIDED A FIGURE OF \$35,000.00 SHOULD DO IT.

COMMISSIONER SCHAFF MADE A MOTION TO PLACE THE SUM OF \$35,000.00 ONTO A WARRANT ARTICLE FOR THE SPECIAL TOWN MEETING . COMMISSIONER MENDOZA SECONDED THE MOTION AND WITH NO FURTHER DISCUSSION, THE MOTION PASSED UNANIMOUSLY.

DUE TO THE OVER-RUNS WITH-IN EACH BUDGET, THE COMMISSIONERS DISCUSSED WITHDRAWING THE BIDS ON THE FOLLOWING PROJECTS.

COMMISSIONER SCHAFF MADE A MOTION TO WITHDRAW THE BID FOR ROAD WORK FROM POWELL CONSTRUCTION FOR \$1,650.00. COMMISSIONER MENDOZA SECONDED THE MOTION AND UPON NO FURTHER DISCUSSION , THE VOTE TO WITHDRAW THE BID WAS UNANIMOUS.

THE NEXT THREE PROJECTS FOR TREE WORK WERE WITHDRAWN -AS WELL WITH COMMISSIONER SCHAFF MAKING A MOTION TO WITHDRAW THE BID OF \$4,800.00 FROM M+M TREE SERVICE. COMMISSIONER MENDOZA SECONDED AND AFTER NO FURTHER DISCUSSION, A UNANIMOUS VOTE TO WITHDRAW THE BID WAS COMPLETED.

COMMISSIONER MENDOZA MADE A MOTION TO WITHDRAW THE ^{bid low} ~~BID~~ FROM AFFORDABLE TREE SERVICE IN THE AMOUNT OF \$1,650.00 AND SECONDED BY COMMISSIONER SCHAFF. WITH NO FURTHER DISCUSSION, THE VOTE PASSED UNANIMOUSLY

COMMISSIONER SCHAFF MOVED TO WITHDRAW THE BID OF \$15,890.00 FROM T BENNET TREE SERVICE . COMMISSIONER MENDOZA SECONDED AND WITH NO FURTHER DISCUSSION THE VOTE PASSED UNANIMOUSLY.

UPON NO PUBLIC COMMENT, A MOTION WAS MADE BY COMMISSIONER SCHAFF TO ADJOURN AND SECONDED BY COMMISSIONER MENDOZA AND WITH NO FURTHER DISCUSSION THE VOTE WAS UNANIMOUS TO ADJOURN.

TIME OF ADJOURNMENT WAS 8:45 PM.

RESPECTFULLY SUBMITTED,
LORRAINE MENDOZA, CLERK.

Lorraine Mendoza

*Minutes were approved at Cemetery
Commission meeting on July 7, 2016.*