



Kathleen Bird
Jack Silva
Deborah Jean Rose

TOWN OF WAREHAM

Cemetery Commissioners

95 Charge Pond Road
Wareham, Massachusetts 02571
(508) 295-5300 Fax: (508) 295-6391

CEMETERY COMMISSIONERS MINUTES OF MEETING

Date: Thursday, August 2, 2018

Location: 8:00 A.M. – MMD, 95 Charge Pond Road Wareham, MA 02571

Roll Call:

Commissioners:	Kathleen Bird, Chairman	Present
	Jack M. Silva, Clerk	Present
	Deborah Jean Rose	Absent

Liaison officer:	Alan Slavin	Absent
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Ex Officio:	David Menard, Director	Present
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The meeting was called to order at 8:15 A.M.

Rates: The original, revised cemetery rates which were voted on at the meeting held on May 17, 2018 were reviewed once again. At this meeting, the Cemetery Commissioners wanted to raise the rates before the Board of Selectmen had their meeting to approve the rates and include a five year rate plan. By presenting the rates for the next five years it would alleviate the problem of appearing before the Board of Selectmen every year. It was decided that twenty percent (20%) of the fee for selling graves and lots would be placed into the perpetual care fund account. Vote taken was 2-0-0, with the new rates becoming effective October 1, 2018. The Municipal Maintenance Department will post cemetery rates each year.

Forms: Each form shall have a date and reference number to refer too.

Cem18-000 Wareham Cemeteries Purchase Agreement

Change "Purchase" to "License"

Add the Town Seal

Remove the word "deed" (top line) and insert license

Remove "Purchaser" and replace it with License Holder

Remove "Prior to the purchase of a burial lot or grave" and insert

Prior to the license agreement of a burial lot or grave

Cem18-001 Wareham Cemeteries Work Order

Appears to be acceptable

Cem18-002 Wareham Cemeteries-Internment Authorization

Remove telephone number in top left hand corner and insert Town seal.

Create Cem18-002 form into an entire page, not two 5.5" authorization forms.

Request template from Mr. Daly, Cemetery Helpful Solutions.

Cem18-003 License of Burial

When producing a new deed, two (2) deeds with the first page of the deed made with good, quality stock paper, which shall be given to the Purchaser of the License and the Town Clerk. Another deed (one deed) shall be made from white copy paper which shall remain at the Municipal Maintenance Department in the files.

Insert Town Seal

Cem18-004 Assignment/Transfer Authorization

Remove the word "deed" printed on Cem18-004 form.

Remove the word "transfer and" printed on Cem18-004 form.

Insert Town seal

In-house work order

Add death certificate

An email needs to be sent out, effective immediately, stating that the Town of Wareham, per order of the Cemetery Commissioners is requiring the following documentation in order to have either an internment or inurnment be completed.

Internment Application

Burial Permit

Payment

E-Permit

Death Certificate

Meeting adjourned at 9:30 am

Next meeting will be held on August 16, 2018, at the Municipal Maintenance Department.

Jack M. Silva
8/16/18