



Kathleen Bird
Jack Silva
Deborah Jean Rose

TOWN OF WAREHAM

Cemetery Commissioners

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CEMETERY COMMISSIONERS WORK SHOP MINUTES

Date: Tuesday, August 29, 2017

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

Roll Call:

Commissioners:	Kathleen Bird, Chairman	Present
	Jack M. Silva, Clerk <i>Jack M. Silva</i>	Present
	Deborah Jean Rose	Present
Liaison officer:	David Menard, Director	Present
	Deborah J. Berchtold	Present
	Judith Whiteside, Liaison to the BOS	Present

The workshop was called to order at 8:00 A.M.

This workshop was held to discuss and review the Draft Rules and Regulations which was given to the Cemetery Commissioners by Tom Daley of Cemetery Helpful Solutions.

Attached is a copy of the "draft" Rules and Regulations and the suggested changes and comments.

- Page 3
- The history of the Wareham Cemeteries needs be written and inserted into the Rules and Regulations (R&R). Judith Whiteside volunteered to submit a narrative of the history for the new R&R.
- Insert a page break before 4.0 Definitions?
- Page 4
2.0 Preamble: Change cemetery to cemeteries in this paragraph.
- Page 4
3.0 Formal Adoption: Insert "Town of Wareham" 3rd line down after the Chapter and section of the law. Will need the date the Commissioners recommended the R&R.
- Page 4
4.0 Definitions: Definitions for Cemetery Commission: Second line, Change the line to read: to the Board of Selectman and it's Town Administrator. The Wareham Municipal

- Page 5
Flag Etiquette: Determine and better define who is the **Governing Body** ?
- Page 5
Flag Holder: Second line, Change the line to read: United States **which** identifies the brand of service during observances honoring military.
- Page 5
Governing Body: Reconfirm and change third line to: For Wareham owned Cemeteries; the Governing Body is the Town Administrator through the Director of the Department of Municipal Maintenance.
- Page 5
Internment: First line, change to: the permanent placement of a dead human body **contained** in a casket or other
- Page 6
Memorials: Traditional Monument: Insert Traditional Monument (Headstone) is an
- Page 6
Underneath Foot Marker: Insert bench and its definition (Mrs. Whiteside will obtain the definition.
- Page 6 Insert a Page Break before 5.0 and have a subcategory: Rules and Regulations?
- Page 7
5.0 Purpose of the Cemetery: Second paragraph, pertains to the conveyances of the rights of internment which shall be exclusively limited to those Wareham residents or individuals approved by the Management...Discussion ensued regarding the definition of a Wareham resident. This paragraph was placed on hold for further discussion. One suggestion was to have a person considered to be a resident of Wareham after being vested for ten (10) years. What determines being vested by the Town?
- Page 7
7 6.0 Admission to the Cemetery: Third paragraph, last line of the sentence, insert “in the office of the cemetery and Town Clerk.”
- Page 7
7.0 Interment/entombment Procedures: Fourth line: after Cemetery Price List insert Saturday will be at the request of management and shall occur between the hours of 9:00 am to 1:00 pm. Also insert Martin Luther King as a holiday observed by the Town. Page 8 (continued) Second paragraph should the first line be corrected and instead of “A Board of Health Permit” insert “any/or cemetery transit permit”. Need to check on this.
- Page 8
10.1: Scheduling of Internments: also include during inclement weather, the schedule of

internments may be subject to change.

- Page 9
10.2 Memorials and Decorations: First paragraph: last sentence; change to decorative flags that are hung on metal support frames, glass items, **stones or ceramic**. Second paragraph: The line listing stones and mulch used as groundcover. Also include artificial turf.
- Page 9
10.4 Capacity: Insert last sentence-Additional cremains may be added with the approval of the Cemetery Commissioners.
- Page 10
10.5 Heirs: Right of burial must be followed through the legal line of heirs.
- Page 10
14.0 Conduct in the Cemetery: Replace sacred with reflective. The cemetery is a **reflective** place. Second paragraph: Change ten (10) miles per hour to five (5) miles per hour. No pets are allowed within the cemetery. What about ADA dogs? Discuss further.
- Page 11
16.0 Cemetery Hours: Change to: The office hours are **7.00 am to 3:00 pm**. Monday through Friday. The (insert cemetery) grounds are open for visitation daily from **dawn** to dusk.
- Page 11
20.0 License Holder's Change of Address: First sentence, change post office address to **mailing address**.
- Page 12
22.0 Memorials and Markers: Second paragraph: All memorial monuments, **including benches** shall be placed....Fifth paragraph- following 3) add 4) **All monuments are subject to federal, state and copyright laws.**
- Page 13
24.0 Persons Aggrieved: Second sentence after "in writing to the Management, insert **and Town Clerk**. Last paragraph, last sentence remove the word **sex** and change the word **sexual** to **gender**.
- Decide where to insert- All previous plantings are subject to current rules and regulations moving forward.
- A public hearing will be conducted on September 25, 2017 at 6:00 pm.

Workshop lasted from 8:00 am until 10:00 am