



Kathleen Bird
Jack Silva

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, October 18, 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
Liaison officer:	Alan Slavin	Absent
Ex Officio:	David Menard, Director	Absent
Guest:	Chris Berg, Chapman, Cole and Gleason	Present

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

The following minutes were read and approved:

September 20, 2018. Approved: 2-0-0

License:

Agawam, Lot 260 Graves 5 and 6	Approved 2-0-0
Agawam, Lot 345 Graves 1 and 2	Approved 2-0-0
Agawam, Lot 260 Graves 3 and 4	Approved 2-0-0

Foundations:

Centre Annex, Lot 103, Centered over graves 1 and 2	Approved 2-0-0
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Director's Report:

- Although David Menard, Director of Municipal Maintenance, was absent for the meeting he did submit a report and stated the following:
- - A new policy was created stating that all required paperwork and payment must be submitted in advance to the Municipal Maintenance Department's office. The MMD will no longer accept paperwork or payment at the time of burial.
 - He stated that there is no longer a contract set in place with Tom Daly of Cemetery Helpful Solutions since the new Rules and Regulations have been adopted and the new rates have been set in place. He suggested to let the residents, personnel and vendors get accustomed to the new Rules and Regulations, as well as, the new rates for a while before moving forward with additional policy changes.
 - Mr. Menard asked if the Cemetery Commissioners were to have a contract with

Tom Daly what would his scope of services consist of and what funding source would the Cemetery Commissioners use? Mr. Menard would also like to receive an updated revenue report from the Town Accountant.

- There was only one full burial and one cremation since the last meeting.
- Upon reviewing the Director's report the Cemetery Commissioners stated that they would like to review the "new policy" that Mr. Menard recently created. Mr. Chris Berg, Chapman, Cole and Gleason was in attendance and wanted to discuss the new policy issue as well. He stated that it is nearly impossible to submit all of the paperwork required by the Municipal Maintenance Department. He suggested submitting payment and internment application prior to the burial and as soon as the burial permit and death certificate are created they can then be submitted to the MM's office.
- The Cemetery Commissioners would also like to contract out Tom Daly with specified retainer fees. They suggested reviewing and revising some of the cemeteries paperwork and then contacting Mr. Daly and have him review it and determine what is correct and if it's in compliance with Mass General Law.
- Kathleen Bird, Chairman, stated that she will speak with Derek Sullivan, Town Administrator, with regards to funding Mr. Daly, as well as, other projects which may require specific funding.

New Business:

New internal policies need to be created and/or revised.

A Committee Member Handbook was received by each Cemetery Commissioner.

Mike Secor, a town resident who recently applied to become a Cemetery Commissioner has decided not to move forward with his application and its process

The meeting adjourned at 9:00 a.m.

Next meeting will be held on November 15, 2018, at the Municipal Maintenance Department, 8:00 a.m.

Jack An. Silva 11/29/2018