



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 16, 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 8:00 A.M.

The following minutes were read and approved:

July 19, 2018

Approved 2-0-0 (with corrections)

August 2, 2018

Approved 2-0-0

License:

There were no licenses submitted for the month of August to approve.

Foundations:

Pina, Jennifer, Centre Annex, Lot 286, graves 1 and 2 to be centered	Approved 2-0-0
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Pina, Michael, Centre Annex, Lot 283 graves 1 and 2 to be centered	Denied 2-0-0
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This schematic was requesting that fish be extended over the top of the bench Mr. Pina requested. The Cemetery Commissioners denied this request for safety reasons. It was suggested at the meeting that he re-submit a new schematic for approval with a fish etched or engraved on the stone itself.

Director's Report:

For the month of August there was only one cremation. Mr. Menard informed the Commissioners that Mr. Matt Underhill, Information Technology Director, has obtained an intern to begin mapping out various sections of the Town cemeteries. After researching old cemetery materials, it was discovered that there are 102 graves now available in the Agawam Cemetery. Mr. Menard suggested to the Cemetery Commissioners that it may have feasible that back in the day, the department did not have the equipment then that they have now to be able to bury remains on a hill. Graves now available in the "ancient" section of the cemetery will not be sold, due to the fact they are unsure of what they will find and would not want to desecrate any remains.

They will be numbered from zero to 102 with restrictions consisting of the purchase of only two (2) graves at a time and will only allow flat markers to be placed on the graves.

Old Business: Cemetery Forms:

Rate Sheet:

The Cemetery Commissioners will appear before the Board of Selectman on August 28, 2018 at 7:00 pm, requesting the approval of a five year rate increase for all services pertaining to the cemeteries.

Openings:

Death certificate needs to be inserted into the second paragraph as part of submitting the required paperwork.

License Agreement - CEM 18-000: Commissioners want to use sample #2, removing the words "names" and "we" in the agreement, as well as, changing the date at the bottom to a shorter form and raising the page number so that it is more visible.

Work Order - CEM 18-001: Sample #2 is acceptable and no changes are required.

Internment Application - CEM 18-002: Edit the form so that there is only one application per sheet and insert the town seal.

License of Burial – CEM 18-003: Cemetery Commissioners want to use sample 1a. The receipt number shall be moved over to the right hand side of the document, removing the "No. ____". The heading was converted to four lines instead of keeping the five to allow for room to insert the Town Seal. Lines for signatures need to be made longer. Mrs. Bird would like to have the License of Burial form taken to an outside printing firm instead of on the computer as she feels that the look of the document will appear to be more professional. Printing the form will have a basic format for all licenses and it was discussed to ask Matt Underhill, IT Director, if he could create a template to use for the various receipt numbers and names, as those items will be constantly changing and could not be placed onto a standard license form.

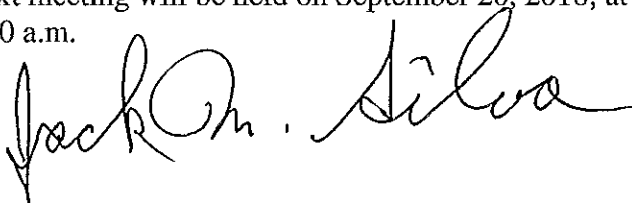
New Business:

Cemetery Web Page:

Corrections and deletions need to be made on the Town's section of the Cemetery Web Page. These would include removing Deborah Jean Rose, as a Cemetery Commissioner and the changing the contact information. The MMD's phone number needs to be inserted, and the email address for the cemetery division should be changed to municipalmaintenance@wareham.ma.us. The meeting should be listed as always being held on the third Thursday of each month with the meeting's location to be the Municipal Maintenance Department, 95 Charge Pond Road, Wareham, MA which is held at 8:00 a.m. The quick links listing the draft rules and regulations needs to be deleted and have the new Rules and Regulations inserted in its place.

The meeting adjourned at 9:05 a.m.

Next meeting will be held on September 20, 2018, at the Municipal Maintenance Department at 8:00 a.m.

A handwritten signature in black ink, reading "Jack M. Silva". The signature is fluid and cursive, with the first name "Jack" and middle initial "M." clearly visible, followed by the last name "Silva".