

Town of Millbury  
Minutes of  
**Cemetery Commission Meeting**  
**September 16, 2019**

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MILLBURY, MASS.

**ITEM ONE – CALL TO ORDER**

Marcia Landry called the meeting to order at 5:00 p.m.

Present: Gil Picard, Marcia Landry, Randy Mogren (Cemetery Commissioners), Amy Riordan (Secretary), Matthew Mulhane, Stuart Mulhane, Ron Marlborough, Edd Cote, Patricia Hayes, E. Bernie Plante, Bill Kane, Scott Despres and Jamey (owner of Tender Touch Landscaping).

**ITEM TWO – REQUEST FROM ACTING TOWN MANAGER JAMES KELLEY:**

Acting Town Manager Jamie Kelley presented the following items to the Cemetery Commission for review and discussion:

- A) Discussion and vote to investigate the implementation and/or coordination of a cemetery restoration project and associated project days.  
Recruitment, inclusion, and future discussion with:
  - Department of Public Works, Service Organizations (ex. Boy Scouts & Girl Scouts)
  - Veterans Organizations
  - Historical Commission & Millbury Historical Society
  - Churches
- B) Discussion on developing a multi-year “Restoration and Beautification Plan”, including input from Department of Planning and Development (ex. DCR Urban Forestry Grant) and Department of Public Works (submission to Town Manager’s Office by December 1, 2019)
- C) Discussion on developing a “5-year Capital Improvement Plan” with priorities and funding sources noted including input from and coordination with Department of Public Works (submission to Town Manager’s Office by December 1, 2019)

Jamie Kelley stated that the Town Manager would help in contacting to see if this could be done, such as what has been in the newspaper recently and that was done by the Town of Sutton. Mr. Kelley requested that as an independent commission that the Cemetery Commissioners’ discuss various aspects and vote to include an investigation headed up by the Tow Manager’s Office in conjunction with the Dept. of Public Works.

Marcia Landry stated that a previous discussion was had discussing the Town of Sutton's Cemetery project but not to this detail. Marcia then made a motion to accept recommendation and move forward with a workshop series for restoration project for the cemetery. The motion was seconded by Randy Mogren and a unanimous vote was recorded.

Secondly, acting Town Manager Jamie Kelley informed the Cemetery Commissioners that there would be a change in the development of the budget for Department and Commissions. He would like the Cemetery Commission to present to the Town Manager's office no later than December 1<sup>st</sup> recommendations for next year's budget for both Capital and Operational Budget with a multiyear restoration and beautification plan. Jamie Kelley advised the Commission to put item on the agenda and have a discussion and to put your "ask" in.

Lastly, Jamie Kelley stated that his office would be looking for a 5-year capital improvement plan for irrigation, major repairs to walls and recently looking at somethings along the Blackstone River. For the 5-year plan he stated that the Commission should put their priorities in line and it all comes down to how much money is available.

Jamie Kelley then stated that the FY18 operating budget was approximately \$30,000 including the salary for seasonal employees. The Cemetery Commission had receipts of \$8-9,000 a year from the sale of graves and about \$500-\$600 a year from perpetual care. This number is not sufficient for the operation of a cemetery. Jamie then stated that in FY10 they cemetery paid out approximately \$16,000 in landscaping costs which compounded over the years would likely be around \$20,000 today.

Marcia Landry thanked Jamie Kelley for coming in and appreciated the information he brought to the table.

### **ITEM THREE – GUEST/SPEAKER:**

Armand White was scheduled and he did not attend.

Matt Mulhane spoke to the Commissioners and asked that they review their policy on the burial of cremains. Not only in the newer section even though those burials are being documented and diagramed but more so for the older graves. Since there has never been a policy on specific burial urns some are biodegradable containers and some are plastic. This makes it difficult to locate previous cremains. Marcia Landry informed Matt that they are currently in the process of reviewing and updating the Rules and Regulations and will take Matt's suggestion into consideration.

Matt Mulhane then questioned the Commissioner's on who should be installing the Veteran markers. The discussion revealed that it is the responsibility of the DPW to

install these markers. Matt informed the Commission that markers were not currently being installed and that there were 6 markers in the shed and 3 at the funeral home that needed to be installed. Randy Mogren informed Matt that with no DPW representative there they were not able to comment on that. Matt also pointed out that not only do they need to be installed they also need to be installed correctly

Lastly, Matt Mulhane brought up the new contract for mark out and excavation services. He presented a list of current fees charged for burials in town as well as fees charged in surrounding communities and asked the commissioners' how they felt about the fees. After a few minutes of discussion involving the fees and that Matt stated the fees were unacceptable. Marcia Landry then informed Matt that he is asking their opinion based on a contract. Marcia explained that Tender Touch is running a business and he is allowed to raise his fee based on cost of living, insurance, fuel, etc. Also, he is allowed to present a bid based on the bid and scope of the contract. He has been doing the same work for the past three years without having the ability to raise his fees. Marcia Landry recognized Town Manager Jamie Kelly. Mr. Kelley informed all present that the contract was between the Town of Millbury and the vendor-Tender Touch Landscaping. The service was put out to bid and there was one respondent. As such under 30 B you must accept the bid or disqualify the bidder.

Tish Hayes then asked acting Town manager Jamie Kelley if we could have rebid the service. The answer to that was yes but the Town chose to contract with Tender Touch.

Jamie Kelley continued on to say so at this point there is a contract. Jamie has met with various people regarding this matter and wants everyone to know that a full-time employee would cost the town \$80-\$90,000 a year and a part time (seasonal) employee would cost the town roughly \$30,000 in wages amongst other factors that would need to be looked at. Right now, Jamie is in the information gathering mode to see what solution may fit within the budget. Jamie will revisit the duties the Town would and should take on even if it has to be paid for by the town but is done by an outside person-that is a possibility as this time but it needs to be reviewed further. Jamie then stated he has spoken to numerous individuals and concerned citizens and that there is a solution. He needs to look at the whole situation and he would like for all parties involved to give him that opportunity.

### **ITEM THREE- MEETING MINUTES:**

The Cemetery Commission reviewed and signed the meeting minutes from the August 19<sup>th</sup>, 2019 meeting.



#### **ITEM FOUR-NEW BUSINESS:**

Updated Street Sign Quote was presented to the board for review. The quote was presented and Randy asked that they move forward with the purchase. Marcia stated that it would be in the best interest to speak to the Finance Director and get updated financial statements. Randy informed Marcia that the money was available in the Perpetual Care account and he would like to move forward and not wait. Marcia stated that after Jamie Kelley's conversation there may be money assigned next year for the beautification process and Randy stated that if no money was allotted then they would be waiting for nothing. Jamie Kelley then covered the balances in the accounts in question and Marcia stated the numbers given did not reflect the updated accumulated interest. She would like the information to be placed on the November meeting.

Stuart Mulhane asked if the board would explain the quote for sign posts. Randy informed Stuart that all new signs were ordered to label all the paths in the cemetery. The signs are in and the current poles can not be reused so they had to order new poles for all of the new signs. Stuart then asked "With all the problems we are having at the cemetery would it be reasonable to spend money on those poles?" Marcia informed Stuart that the money would not be taken from the operating budget. Randy stated that half the signs are missing and they thought to improve the visual appearance of the cemetery. Stuart would like to see other improvements. Randy stated he does not disagree with Stuart but the signs have already been purchased and he would like to go ahead and complete the project.

Marcia then informed Stuart that all projects and services have been paid from cemetery accounts with no cost to the taxpayers.

#### **ITEM FIVE – COMMUNICATIONS:**

Nothing at this time.

#### **ITEM SIX-MONUMENTS/FLAT MARKER APPROVALS:**

The following monuments/markers were approved by a unanimous vote:

Corey, Jean L Section 10 Lot 166 (Garside Monuments)

Baillargeon, Robert J. Section 6 Lot 56 L (Whitinsville Monument)

#### **ITEM SEVEN– NEW BURIALS:**

Norma Domingue-8/24/2019 Section 9 Lot 57 (Cremains)

Robert & Yvonne Jiran-8/27/2019 Section 3 Lot 16 (Cremains)

Denise Chartier-9/5/2019-Section 4 Lot 81 R (Full)

Pamela Marrino-9/12/19 Section 7 Lot 53 (Cremains)

#### **ITEM EIGHT – OLD BUSINESS:**

Marcia questioned why the trash barrel placement was back on the agenda and Randy informed her that he had it added to the agenda for discussion. Randy stated that he has gone over to the cemetery and not having Keith present he agreed that section 7,8,9 and 10 bypass where the barrels are located and would like to have a conversation

with Keith about moving barrels back near the shed, the watering station and under the tree.

Marcia stated that individuals have been placing unauthorized trash barrels in the cemetery and tying them to the street poles. Those barrels are not authorized by the commission or the DPW and they are extremely unsightly.

Patricia Hayes addressed the commission and asked "Why were the barrels moved as the wooden enclosures were made so they would look nice so why were they moved in the first place?" Marcia addressed Patricia and informed her that based on the recommendation from the DPW Director the barrels were moved because they were being filled with household trash and not cemetery waste as intended. A brief discussed followed about placement, elderly patrons visiting the cemetery, staffing issues and the use of summer help. Marcia informed Patricia that she was coming into the tale end of the barrel discussion and the board will review the trash can placement in the spring As done previously the trash cans will be removed for the winter.

Edd Cote then addressed the commission and stated:

- 1) That the filling/emptying of the trash cans is a seasonal occurrence that ebbs off after Memorial Day-so they have to work a little bit harder during that period-so what.
- 2) "I think it's a disgrace when a widow of a fallen firefighter who gave 40 plus years to this town has to hunt around for a trash barrel to dispose of material after attending to her husband's grave. It's a disgrace and I don't think the board cares."
- 3) "I would like the board to make a motion right now to adopt Randy's proposal to put the barrels back into the cemetery and it's a town cemetery so the board should support the people. I see no one is making a motion. Thank you"

Gil Picard made a motion to support putting the barrels back into the cemetery. Randy 2<sup>nd</sup> the motion to move the barrels back into the more popular areas. Edd suggested placement would be appreciated along the railroad tracks, near Joe Coggans grave and Phil Day's father's grave. Edd also stated that he has personally been to the cemetery to clean the area behind the trash barrels and he will not do it again.

Marcia Landry informed all present that the Sutton Historical Society will be holding an all-day hands-on workshop for anyone interested in gravestone repair, resetting and restoration. This workshop will be held on Sunday, August 25, 2019 from 9 am to 5 pm at the Sutton Center Cemetery as posted in the Millbury-Sutton Chronicle.

Marcia also stated that we should look at the language from the Town of Oxford concerning vaults and urns. She stated they had some nice language and we should look to see if we can incorporate in our Rules and Regulations. Matt Mulhane, Randy and Marcia then had a discussion regarding who will approve the vaults/urns. Marcia stated that a list of approved vaults/urns should be drafted and kept in the office.

Marcia then asked for the amended Rules and Regulations be drafted and available for the next scheduled meeting in September.

Randy Mogren addressed the trash barrels and suggested that a few of the barrels should be moved back into the cemetery for the convenience of visitors.

**ITEM NINE – FUTURE MEETING DATES**

Upcoming meeting date will be September 16<sup>th</sup> and October 21, 2019.

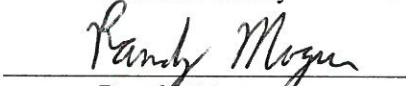
**ITEM TEN – ADJOURNMENT**

At 5:38 p.m. Marcia Landry motioned to adjourn the meeting; Randy Mogren seconded. Meeting adjourned by unanimous vote.

Respectfully prepared by Amy Riordan.

  
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Gil Picard

  
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Marcia Landry

  
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Randy Mogren