

TOWN OF STOCKBRIDGE

Stockbridge Cemetery Commission

Stockbridge Cemetery Commission Minutes

Tuesday, April 26, 2022 at 10:00 a.m.

Town Offices, 50 Main Street. In Person and via Zoom.

Present:

Karen Marshall, Chair

Candace Currie, At-large

Roxanne McCaffrey, Select Board

Patrick White, Select Board

Hugh Page, Superintendent, Highway Dept.

Pat Flinn, LHA representative

Mike Canales, Town Administrator

Guest:

Peter Williams, Historical Commission

Meeting called to order at 10:07am.

- **Approval of Minutes:** April 2022 Minutes Approved

- **Following Up...**

- Funeral homes notified of fee increase

- Chair reported that an email was sent to the four major funeral businesses informing them of our fee increase, as well as to the Town Treasurer and Town Accountant

- Tree Warden review of Cemetery trees

- When Town Meeting is over, Mike will work with Tree Warden to review condition of Cemetery trees. Chair will keep this item on future Following Ups.

- Signs about hours and mowing

- Two alternatives each for a sign about open hours and mowing in the old section were proposed by Chair. After discussion, it was agreed to use the following wording:

- Cemetery is open from sunrise to sunset.

- Mowing in this section is limited to protect the old stones from damage.

- Mike and Hugh will review, at the Cemetery, locations and size. There are multiple entrances that need both signs for drivers and signs for walkers. Signs for drivers should be street sign size.

Mike and Hugh will print out samples on paper and bring to next meeting for discussion. Karen will send final wording to Mike and Hugh; Roxanne will send information on town directional signs in use.

April Clean-Up & Extra Soil Storage

Hugh reported that April clean-up is going on right now and that the Cemetery is in good condition. He and Rich Atwood will decide where the extra soil will be stored.

Facilities Manager position/number of people on Commission

Chair reported that Facilities Manager position will not be filled. Rich Atwood will handle all burial related work; most of the rest of the Cemetery management will be done by the Highway Department. Chair pointed out that Cemetery make up by-law includes Cemetery "Consultant", now a job filled by Rich Atwood, who has not been invited yet to attend. After discussion, it was decided to ask him to attend monthly meetings.

Cemetery budget; how we pay for things

After a review of the existing cemetery budget under the Highway Dept, it was deemed to be sufficient for typical, annual cemetery work. Other projects of less than \$10,000 will be funded as needed from appropriate accounts.

• Estimate cost of work on Cemetery garage

Page showed estimate to replace left garage door, it was \$1748. Work will be done in the fall. Highway Department will repair sill and consult with Water & Sewer on bringing water to the building. Other work will be estimated and done over the next months.

• Assessment of remaining space in town Cemetery

Rich Atwood submitted a quote of \$835 to layout pathway in new sections for cremains, with pins and modifying map. General agreement that was a good price, but also agreement that many questions were coming up on just which space was being laid out and for what kind of burials. This information would affect what kinds of markers the Cemetery will allow in this section. It was decided to invite Rich to next meeting to answer questions and use map to explain. Chair will contact him.

Reviewed Rich's estimate for moving part of road that creates oval section to cover sewer line that bisects oval and serves one house. Atwood estimated \$4800 for moving the existing road to the edge of the sewer line. However, the sewer that runs through the turf area bounded by the road from a southerly to northerly direction may not be necessary. It is believed to be an active sewer line for one cottage. Before performing any of this road work, it might be possible to change the sewer line. Canales and Page will talk with the Water and Sewer department to first explore finding an alternative to this line and ending it's use. If that doesn't work, will reconsider moving road.

• Draft of cemetery tour policy

Chair read aloud the Stockbridge Cemetery Group Tour Policy and it was approved with minor edits.

Stockbridge Cemetery Group Tour Policy

The Cemetery is open from sunrise to sunset. Group activities can only take place during open hours.

Requests for group tours/activities must be approved by the Cemetery Commission. An organization can apply once for approval of multiple tours in a specified time frame. (Example: for several summer tours, an organization would apply once before the start of the first tour.)

Applications for group tours/activities must be filled out and submitted to the Cemetery Commission before the activity is scheduled and announced to the public.

Applications must be made no later than the third Tuesday of the month to be approved by the Cemetery Commission meeting on the fourth Tuesday of the month.

Size of group tours/activities is limited to 50 attendees. Any materials brought in or used by the group must be taken away at the end of the event.

All applicants must notify the following of all scheduled events in advance of the event: Town Administrator, Chair of the Cemetery Commission, Highway Superintendent, Burial Consultant. Town Manager will ask that IT create a new email address that goes to all four (4) recipients.

Applications are available on the town website.

Application for Group Tour/Activity at Stockbridge Cemetery:

Organization
Contact Name
Contact Phone
Contact Email
Date of Events
Time of Events
Event description
Number of anticipated attendees

The Cemetery Commission agreed that the Chair has the power to approve a group tour; if for some reason, the chair is not able to approve a tour, then it will be brought to the commission for action.

Application Form for Group Tour to be completed by Finn, White and Canales.

- **Replacement of Stone Posts under hedges**

The replacement posts have arrived and Page asked who was assigned to put them in. Canales reported that Chris has always planned on consulting with Highway Department for that, so all agreed Highway was in charge of putting them in. Page promised to get it done.

Meeting Adjourned 10:55

For next month Following Up...

Chair asked about how to get new policy out, once done. Discussed putting it on Town website, doing a press release, and having Select Board announce it at a meeting.

Canales and Page will review sign locations. A true to scale mock-up will be brought to the May meeting.

Application Form for Group Tour to be completed and updated to Town website by Finn, White and Canales.

Canales and Page to investigate possibility of closing sewer line that runs through an area of turf.

Next Meeting: Tuesday May 24, 2022 Hybrid Meeting