

MINUTES
CEMETERY BOARD OF TRUSTEES
MEETING OF THURSDAY, JULY 26TH, 2018

The Cemetery Board of Trustees held its meeting at 6:00 p.m. on Thursday, July 26th, 2018 in the Park Department Office, 45 Meadow Lane, Brockton, MA. There being a proper quorum, the meeting was called to order by Superintendent Timothy Carpenter, Mr. Tobias Cowans (Deputy Chief of Staff), Mr. Frank Gurley, Mrs. Anne McCormack, Mr. Daniel DePina, Ms. Cindy Ethier-Kostka and Loreen Hardiman, Senior clerk present.

Also present at the meeting was Chris Kostka.

Motion was made by Fred Gurley and seconded by Cindy Ethier-Kostka to accept the minutes of April 25th 2018 meeting as written. Motion carried.

New Business Report by Superintendent Tim Carpenter: We closed Fiscal Year 2018 with 304 burials. So far in Fiscal 2019 we have performed 18 burials.

The budget was approved by the city council less a capital equipment request. Funding to keep all 3 employees and possibly be able to hire one more when a Workers Compensation case is settled. We will then be able to make our Temporary Hoist Operator Permanent and our Temporary Maintenance Man Permanent. Our General Foreman is out on an injury. We only have 2 men right now but will use a man from the park when needed. There are still 3 veterans working for us.

The capital equipment was denied on the budget but the City Council approved for us to get a mini excavator. The two options are Kaboda and John Deere.

The July 1st price increase had only one feedback that we should go up on Saturday prices. We also are now offering a Silver vault with emblem and cross. We have not sold any yet.

The balances in Melrose Perpetual Care \$35K, Coweeset \$5K, Union \$6K, sale of lots and graves \$315K.

The database project is complete for Melrose and Leach cemeteries. The online search on our website now show the cemetery name. We will be working on some of the smaller cemeteries next and then Coweeset.

We are working on a mapping project for Melrose. You will be able to link our cemetery software to the cemetery map. A sample website is on its way within the next week. Also helping us with our expansion is site engineers. They have been checking our test pits. Some areas do have large boulders. I am waiting for specs and estimate costs to expand. The grove area so far is the best area. I believe we will get approximately 500 graves in this area. Hoping to have the expansion plan together by February to go out to bid.

The Union Cemetery has had a lot of work done. The DPW has performed a lot of tree work. A monument company has reset approximately 15 headstones, and on this Friday the stone will be reset on top their monument. We are still having homeless issues. I have made several (6) phone calls to the police to have them removed. Also there has been a lot of activity with ATV's in the cemeteries and after hours partying. The police are aware of it and have been driving through. The Animal Control is helping us with the dog walkers in the cemeteries. We put up multiple signs that allow us to now ticket the offenders. We feel this will be helpful. We have been tagging the decorations with a neon colored 8 x11 sticker "WARNING NOTICE". If they don't remove it in 2 weeks we will remove it. It has been working some of the time.

Fred Gurley was inquiring if we charge entrance fees to install headstones. We do not. Maybe this is something would look into for the future.

Cindy Kostka asked that we meet quarterly, Fred Gurley second the motion.

Having no further business, a motion was made by Frank Gurley and seconded by Anne McCormack to adjourn the meeting at 7:00. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Timothy Carpenter', with a long, sweeping horizontal line extending to the right.

Timothy Carpenter
Acting Superintendent of Cemeteries