

MINUTES  
CEMETERY BOARD OF TRUSTEES  
MEETING OF THURSDAY, JULY 24<sup>TH</sup>, 2019

The Cemetery Board of Trustees held its meeting at 6:03 p.m. on Wednesday July, 24th, 2019 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), Mrs. Anne McCormack, Mr. Daniel DePina, Ms. Cindy Ethier-Kostka, Adius Pierre and Loreen Hardiman, Administrative Assistant were present.

***Motion was made by Cindy Ethier-Kostka and seconded by Anne McCormack to accept the minutes of July 26<sup>th</sup>, 2018 meeting with one amendment (meeting to be on a quarterly basis) Motion carried.***

New Business Report by Superintendent Tim Carpenter: We closed Fiscal Year 2019 with 279 burials. 7 at Coweeset, 3 at Union, the rest at Melrose. The Sale of Lots & Graves account is at \$387K. 1/3 goes to the sale and 2/3 to perpetual care. Perpetual Care account is at \$19,800.00 that is the interest only. Coweeset is at \$5K, Union is at \$12K.

Staffing is at one General Foreman, one Hoist Operator, and two Maintenance Men. We still have the Veterans work therapy program. We have 3 men from the VA and one more starting tomorrow, that work 40 hours a week April through Thanksgiving approximately. We also utilize the Trial Court services. They are not that reliable or efficient.

The internment data has all been entered for Melrose and the outside Cemeteries. Coweeset is almost complete and then Union will be started. Approximately 41K records have been entered. The public can go to the city website and access these names and location as well as a new map. The software company we have been using has gone out of business so we are working with IT to purchase new software. New software will link the database to the map. Looking into Plotbox for the new software.

Conditions of Melrose: Memorial Day we did not get one complaint. We utilized the Veterans, Water, Sewer, DPW and Refuse departments. We were in the news because of the Welfare sign. We have since replaced it with "SOUTH Z" that is the new name for that section. We also enforced rules on the endorsements (decorations) on lots. Single EE was the first that we cleaned out row by row. We bagged each row separately so the families could come up and retrieve anything that was not broken. We had more of a positive reaction that we did negative. Warning tags are still being used to continue to enforce the rules. The single EE section is flat marker only so it is easier to mow and keep clean.

Newest section JB which is a 2 grave section is filling up fast. I requested in budget as capital request \$650K for a new development but it was deferred. The city is taking out a bond for other items and we will be part of that bond. Specs are ready to go out to bid once the bond is complete. Grove North area is the first to be developed. It is the most effective area to expand on. This fall we are hoping to start and we should get about 600 graves. Would like to screen the fill we already have to save on fill. The other 2 areas would be from the main entrance to the Fire Museum. That wouldn't take place until fiscal 2021-2022.

We did have a South Z project that took place. Ground water caused flooding in that section therefore we had to put in a 14" cutoff drain with 3 catch basins along the wall. It is an issue and will continue to be an issue.

Council pushed for a mini excavator and we were able to use it last winter and the jackhammer attachment. We did not have to reschedule any funerals due to weather because of this equipment.

The state rules show that after 75 years if a grave is empty the cemetery can take it back. We have list of 40 graves so far. We may open up pre-needs to the singles after we do more research.

Looking into an area near North JB where we could put just cremains. We need to discuss and establish an exact area and price at our next meeting.

Conditions of Coweeset: We have given permission for JM Pet Resort to park -6 cars at Coweeset during their construction phase of renovations. It will be another 2-3 months. Approximately 30 lots are left for sale. Some trees need to be cut down. We will ask DPW to do the tree work. The Island on Mill and Pearl Street is the Cemetery property. Unusable for graves. Ground water testing wells are there. Some people are interested in the property, but it has to get state approval and it is a long process.

Conditions of Union: No complaints about the upkeep. People are dumping construction debris. We will put a trail camera and try to catch them. Homeless camps have still been a problem, the police help us every time we need it. At the top of the hill and the larger bowl at the bottom are 2 places for a possible veterans section. We are running out of room at Melrose. Walls and stones are broken and tipped over and are in need of repair. Parks mow this cemetery.

Fee structure update: No request for any increases on our fees at this time. Moving forward, we might make a request for an increase. Please review pricing for the next meeting. Next meeting will be Wednesday, October 23<sup>rd</sup> (3<sup>rd</sup> Wednesday of every 3 months). We will set the next meeting at each meeting going forward.

Adius Pierre brought up opening on Sundays. It would have to be negotiated with the Union. Cindy Ethier-Kostka motioned to look into burials on Sundays, Anne McCormack second the motion.

**Having no further business, a motion was made by Cindy Ethier-Kostka and seconded by Adius Pierre to adjourn the meeting at 7:12. Motion carried.**

Respectfully submitted,

Timothy Carpenter  
Acting Superintendent of Cemeteries