

MINUTES
CEMETERY BOARD OF TRUSTEES
MEETING OF WEDNESDAY, FEBRUARY 26TH 2020

The Cemetery Board of Trustees held its meeting at 6:00 pm on Wednesday, February 26th, 2020 at the Park Department Office located at 45 Meadow Lane, Brockton MA. There being a proper quorum, the meeting was called to order by Mayor Robert Sullivan. Trustee Frank Gurley, Trustee Anne McCormack, Trustee Cynthia Ethier-Kostka and Acting Superintendent Timothy Carpenter were present.

Invited: Bill Watson from Watertown Engineering.

Motion was made by Trustee McCormack and seconded by Trustee Ethier-Kostka to accept the minutes of July, 24, 2019. Motion carried.

A presentation was made by Mr. Watson from Watertown Engineering pertaining to the sale of Columbariums for cremation burials at Melrose Cemetery.

Motion was made by Trustee Ethier-Kostka to table this until the next meeting when there is more funding information. Trustee McCormack seconded the motion. Motion carried.

Acting Superintendent Carpenter supplied the Board with the present fees from the surrounding cemeteries to compare to Brockton's fee structure. The board agrees that fees need to increase, but they recommended not doing so at the present time.

Acting Superintendent Carpenter reported to the Board that there are currently 178 burials for FY20, including 38 cremations, five full burials at Coweaset Cemetery and the same at Union Cemetery. There are approximately 42,000 records in the database, which Melrose and Coweaset have been completed. Union is currently being inputted into the database. He is looking into new software since the old software company has gone out of business. He is looking into a program that will link the data in the software to cemetery maps.

Acting Superintendent Carpenter reported the conditions of the cemeteries as follows: General cleanup of landscape and tree branches at all cemeteries. A fence down at Leach. Two trees were down at Coweaset, which has been taken care of. Coweaset Cemetery currently has approximately twenty-five burial plots left. Union Cemetery has lost a tree, but no damage to the headstones. The homeless problem at Union Cemetery has been minimized as well as the illegal dumping. Melrose Cemetery has had no major tree loss.

The Balances of the Perpetual Care accounts are as follows: Melrose Cemetery has \$97, 123. Union Cemetery has \$14,564; Coweaset Cemetery has \$6,278 and the Sale of Lots and Graves Account has \$432,529. Due to the Melrose Perpetual Care Account which had gotten low, he is keeping a close watch on it. In the future, an adjustment of the percentage of monies may have to be considered. The Cemetery Department has received a \$650K grant for the Melrose Expansion. It went out to bid on February 9th and had a site visit on February 13th that was well attended.

The FY21 Cemetery Budget has been submitted. The following was requested: Additional overtime in lieu of additional employees. An additional \$7,000 for Department Equipment and \$5,000 for other services, which Veteran Services comes out of. \$2,000 additional for cemetery supplies for the purchase of two new lowering devices.

The Mayor requested six years of Capital requests for budgetary purposes. The Acting Superintendent has added the following:

- Year One: A Rider Mower, a Box Truck and work performed on old Tomb.
- Year Two: A New Backhoe, a Mower, a small utility vehicle and to install natural gas into the garage.
- Year Three: Expansion Survey Work along the front of Pearl Street and a mower.
- Year Four: A New Dump truck, road repairs in the Melrose Cemetery and a new mower.
- Year Five: Expansion Survey Work in the back of Melrose Cemetery and a mower.
- Year Six: A dump truck and a mower.

Having no further business, a motion was made by Trustee Gurley and seconded by Trustee Ethier-Kostka to adjourn the meeting at 7:06 pm. Motion carried

Respectfully Submitted,



Timothy Carpenter
Acting Superintendent of Cemeteries