



Town of Stow  
CEMETERY DEPARTMENT  
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## CEMETERY COMMITTEE - MEETING MINUTES - JULY 14<sup>th</sup>, 2022

1. Meeting was Called to Order at 3:00pm
2. Committee received an update on the Eagle Scout project of Jack P.
  - a. Location for the project has been selected; the memorial will be installed between Extensions 1 & 2 in the Brookside Cemetery located on Box Mill Road. This location will not impact cemetery upkeep.
  - b. Cemetery Division will supply ground protection mats for delivery and placement of memorial, Jack P. will do the handwork for installation.
3. Committee received an update from Mac regarding getting the Cemetery Division's phone and voicemail operational after the changeover (and subsequent issues) with the 8x8 system.
  - a. Issues are now resolved; GH has voicemail and a working phone. He is in a 'ring group' with Mac to take all Cemetery Division calls.
4. Committee received notice that no quotes were received for RFQ FY22-01-01C (Sprinkler Waterline Installation with Spigots).
  - a. Chair Hammill inquired what the next steps were; informed by the Highway Superintendent that the Highway Department will re-publish the RFQ and push for more advertising to local firms when it is 're-bid'.
5. GH Gledhill delivered an update to the Committee regarding on-going long-term projects in Brookside Cemetery.
  - a. 8 of the 40 trees purchased with Perpetual Care & Warrant Article money over the past 6 month have been planted with help and equipment from the Highway Department. Other trees are waiting to go in the ground along latest 6-foot walking path until path is finished.
  - b. It was noted by several Town employees and Committee members that some of the trees look to be in poor health and should be planted as soon as possible.
  - c. 6-foot walking path is partially filled, hopefully will be completed within the next 1 to 2 weeks.

6. GH Gledhill delivered an update to the Committee on gravesites he has been asked to repair by families of the deceased.
  - a. Multiple “raised”-style family plots will need to have the flat markers removed & cleaned, the moss scraped via backhoe and then loamed and reseeded.
  - b. GH plans to conduct these repairs in the autumn months, will need Highway Department to assist. GH reports that he has most of the seed and any further expenditures should be covered by Perpetual Care funds.
7. Mac delivered an update on the purchase of cemetery funeral & safety equipment as approved in the May 2022 Annual Town Meeting (Article 53)
  - a. Securing an account with a new vendor, Mac was able to purchase a full graveside set-up (lowering device, stand, drape, and greens) as well as spare greens to replace current damaged ones. Also purchased was a cemetery truck to aid workers in transporting heavy caskets safely.
  - b. Total cost came to \$5552.45; nearly \$3,000 under budget.
8. Mac delivered an update on operation budget final submission to Town Accountant. GH was informed that any late bills for end of fiscal year will need to be submitted via an Encumbrance Form and he is to let Mac know if he finds any more invoices.
9. Correspondence (via telephone and voicemail) was discussed:
  - a. Mac and GH have a meeting with a resident to assist her in choosing a plot location.
  - b. GH is working with another resident to finalize their plot location.
  - c. Another resident has asked for an exception to the number of plots she must buy to be allowed to place an upright marker (gravestone). Mac to follow up, recommend she submit a Letter of Request for the exception to the policy.
10. Minutes from previous meeting (June 15<sup>th</sup>, 2022) accepted.
11. Meeting adjourned at 4:15pm