

# Mount Vernon Cemetery Trustees

West Boylston, MA Town Hall  
140 Worcester Street  
West Boylston, MA 01583

## Meeting Minutes

November 17, 2016

**ATTENDING:** John McCormick, Peter Rotando, David Lindberg, Cemetery Superintendent  
Kevin McKee

1. Meeting opened by Chairman John McCormick, III at 10:00 a.m.
2. Motion made by David L. and seconded by Jack M. to approve the meeting of September 14, 2016. Unanimously approved.
3. Motion made by David L. and seconded by Jack M. to approve the monthly minutes of October 19, 2016. David L. abstained.
4. Chairman of the Board John McCormick, III notified Board members that vote on paragraph 5 of meeting minutes of September 14, 2016 regarding the assignment of Lance Watkins to a permanent part-time position, which is on "hold" at this time. Town Administration requires some clarification to benefit requirements that may be needed with the change of this employee status. Motion made by Peter R., and seconded by David L. Unanimously approved.
5. Board discussed after-hours weekend phone coverage for Superintendent and Lance Watkins. Cemetery Superintendent was out of work due to a medical situation from the evening of October 20 – 31, 2016. Cemetery Superintendent would make himself available if needed. Board of Trustees approved telephone stipend for Kevin McKee to be approved. Motion to approve by David L. and seconded by Peter R. Unanimously approved.
6. Board of Trustees discussed setting phone policy for phone coverage and stipend for anyone other than the Superintendent. Motion made by Jack M. and seconded by David L. to pay \$20.00 for weekend coverage and \$10.00 per day for after-hours. Note: Lance Watkins had the telephone for two weekends and six days, which equals \$100.00. Motion to approve by David L. and seconded by Jack M. \*See attachment.
7. Board discussed placement of holiday wreath on door of the Holbrook Chapel for the holiday season. Jack M. made the motion and seconded by David L. to spend up to \$100.00 and have it up on display by December 1, 2016. Unanimously approved.
8. Board discussed a submittal for R.F.P. by Town Administrator, Anita Scheipers, to purchase acreage for cemetery expansion. Board had the opportunity to review this proposal in length and discovered some language which needed to be removed or changed. Chairman of the Board John McCormick, III motioned that this proposal be sent forward to Town Administrator with corrections noted and seconded by Peter R. Unanimously approved.
9. Cemetery Superintendent took the opportunity to forward copies of emails from Ms. Jean Costello of West Boylston regarding points of interest and potential savings for future burials in West Boylston. Board of Trustees currently have many of these suggestions in use, but understand that with the

creation of a new cemetery facility, some of these items may also be included. Cemetery Superintendent will respond to Ms. Costello's inquiries with thanks from the Board of Trustees.

10. Board of Trustees briefly discussed possible areas in West Boylston that may be offered for future consideration of cemetery expansion.
11. Chairman of the Board Jack M., III and Cemetery Superintendent discussed the use of Holbrook Chapel for weddings. Board members discussed A.D.A. requirements that will probably have to be met. Chairman of the Board, John M., III motioned that Cemetery Superintendent should get quotes for supply and installation of railings on both sides of the chapel door and a wheel chair ramp, either permanent or portable for access. Motion made by Jack M., III and seconded by David L. to pursue this issue in order to see how cost effective these upgrades would be.
12. Motion made by David L. and seconded by Peter R. to hold next scheduled meeting on December 21, 2016 at 10:00 a.m. Jack M. will post at town hall. Unanimously approved.
13. Motion made by David L. and seconded by Peter R. to adjourn at 11:25 a.m. Unanimously approved. Town Administrator left the meeting at 10:50 a.m. Motion made by Peter R. and seconded by Jack M. to schedule next meeting November 17, 2016 at 10:00 a.m. Jack M. will post at Town Hall. Unanimously approved.
14. Motion made by Jack M. and seconded by Peter R. to adjourn at 10:55 a.m. Unanimously approved.

Respectfully submitted,



Peter N. Rotando, Clerk

\*Attachment (para. 6)

Approved 10:10 m  
11-21-16