

Cemetery Commission Meeting Minutes

Date: Tuesday, December 19, 2023
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344
Present: Laura Bezio, Holly Fitzpatrick, Robert Holst, Glenn McCrory

Meeting called to order 6:03 PM.

Old Business

Discussion regarding surrounding towns policies, bylaws, and regulations

Rules and Regulations updates that Bryan created in the formal layout were discussed. Laura Bezio made a motion to accept the document with changes with an effective date of 1/1/24 and an issue date of 12/19/23.

Further discussion on Feasibility Project

Discussion postponed as no updated information is available at this time. Expected after the first of the year.

Further discussion on budget and capital

Budget was submitted with previously discussed changes. Capital budget was submitted as a placeholder budget pending further information on cost of cemetery building/expansion. Holly Fitzpatrick represented the board to the capital planning committee on December 14.

The fy25 budget request was kept to the same total amount. In order to accommodate the expected increase in the mowing/landscaping of the two town cemeteries, the repair/maintenance line was decreased. and the funds moved to the Grounds Service Maintenance line. It is hoped that if additional funding is found it can be added back to the repair/maintenance line to fund the ongoing cemetery restoration work.

Discussion regarding software for cemetery

Preliminary discussion about desired functionality was held. Needs discussed to date are:

- Ability to record deeds sold
- Ability to record who is buried in each grave site
- Visual layout of cemetery showing layouts and where people are buried
- GIS functionality
- Cloud based and portable to allow use at cemetery site(s)
- Allow for genealogy research.

Additional research will be done to determine what other surrounding cemeteries are using for software. Need to meet with Town Clerk to discuss specific needs of that office.

Glenn introduced the commission to the current spreadsheet that is being used to record information. There are multiple problems including a question about whether or not it is actually up to date. Other issues included the irregularity in the numbering of lots. Some are numeric but then others are alphanumeric. It appears that when multiple lots were bought by one individual, this is being indicated by the use of borders which has created questions/problems about the validity of some of the data.

Additionally, some lots are do not seem to be recorded and there are issues when trying to insert data that falls numerically between existing data. Laura Bezio and Holly will try working with the spreadsheet to see if they can fix some of the issues to allow better recording until such time as software is determined and purchased. It will be necessary to have accurate data to put into any new software.

New Business

Review of Minutes

Holly Fitzpatrick made a motion to accept the minutes from December 5, 2023, as written, seconded by Robert Holst. Vote: all in favor.

Robert Holds made a motion to adjourn, Holly Fitzpatrick seconded. Vote: all in favor
Meeting adjourned 7:35 PM

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Holly Fitzpatrick", with a long horizontal flourish extending to the right.

Holly Fitzpatrick