

**Minutes from 10/21/20 Cemetery Commission meeting**  
**6:00 PM**  
**Remote Access Meeting with Zoom**  
**(Under Emergency Order for Pandemic)**

*Final approved at the December 9, 2020 meeting.*

Members present: Walter Tibbetts (WT), Janice Stone (JS).

1. Review and approve minutes of the September 30, 2020 meeting.  
WT made the motion, seconded by JS, to approve the minutes as written. Both voted in favor.
2. Gravestone repair project. TaMara Conde (TC) from Historic Gravestone Services has finished the work on the gravestone repairs and cleaning at West Cemetery. She has submitted her final invoice for \$8900. WT went over final expenses. He bought some brushes, scrapers and buckets for Susan, who has been doing some cleaning and minor restoration work in front.
3. Gravestone workshop. The workshop was successful, with approximately 10 people attending for most of the day. WT suggested that next Spring the Commission put on a “slideshow” about some aspect of cemeteries Ms. Conde has several), which hopefully will supply some more interested volunteers for more work days.
4. Larry Holmberg, Cemetery surveying work. Larry Homberg, of Homberg & Howe Surveying was present via zoom to discuss the status of the mapping of the back portion of West Cemetery. The initial survey work has been done, but now the Commission needs to decide how to deal with disparities between what is on the ground and the old plan which has been used for the plot locations. He provided a draft plan which showed the actual locations of the roads on the ground and where they are on the plan. The actual roads on the ground are skewed, especially at the southern end. Mr. Holmberg has established a horizontal baseline and put the existing roads onto the same plan. He suggests creating vertical baselines for the North-South (N-S) and make the existing roads fit them as best we can. The best fit is road 3, so fit that one first, then 1, 2, 4 & 5. Road 6 is the worst to match, with the curve way off on the ground. Phase 1 would be to create this “best fit” plan, establishing points on the ground every 50’ along the roads. The roads won’t always be in the center of the N-S baseline, but they can be close enough. Some roads have gotten too wide over time and use, and might be able to be corrected a bit on the ground. Phase 2 needs to be done by the Commission and/or with volunteers. Using the N-S baselines, we would map out where the plots are, even grossly, then take a grid and sketch in the lots. We can’t change the baseline everything is measured from (the old plan), but can improve where the roads

actually are in relation to the plots. He will lay down physical monuments that the Commission or volunteers can use to remap the plots. He will probably use iron rods cut to 20" with orange plastic caps for this monumentation. There are approximately 6-8 lots within each 50'x50' green grid box on the new plan. Commissioners asked Mr. Holmberg how soon he could get the iron pins installed at the 50' intervals. He said he would have to work it into their schedule, but it should be this year. WT and JS agreed that this work should be added to Holmberg's work on this project. JS told WT she would be happy to meet him out there to start sketching in the plot locations once this 50'x50' monumentation is in place.

5. Application for CPA (Community Preservation Act) grant for additional restoration work. WT and JS discussed requesting funds from the CPC (Community Preservation Committee) to continue more gravestone restoration and cleaning. Perhaps asking for \$5000, or should we start with less? Perhaps the Historical Commission and the Friends of the Historical Commission would be willing to chip in \$500 each. JS asked if there were funds in the Cemetery accounts which could be used in part as a match as well? Maybe we could use some of the staff time doing some of this work as a match? JS will check on the requirements for CPC.
6. Items not anticipated 48 hours prior to meeting. JS asked about the status of the new signs. WT has not had a chance to get them ordered yet. JS offered to send an email with the text they finally decided on, but WT said he had it.
7. Set date for next meeting. WT and JS agreed on Wednesday November 18 at 6PM.
8. Adjournment at 7:05 PM. JS made the motion, seconded by WT. All in favor.

Submitted by

*Janice Stone*

Cemetery Commission secretary