**Montague Cemetery Commission Special Meeting Minutes**

Friday, October 29, 2021

10:00 AM – 12:00 PM

Montague Center Firehouse Community Room

28 Old Sunderland Road, Montague Center

Masks required

1. Roll call
	1. Present: Judith Lorei, Jeri Moran, Annabel Levine.
	2. Guests: Mary Kay Mattiace
2. Highland Cemetery
	1. File storage and access
		1. Cemetery Commission has been given a cabinet in town hall hallway outside of the Board of Health.
		2. Annie will take the Highland Cemetery records from November 5th through 13th while Judith is out of town.
	2. Rules and regulations
		1. Can we institute a low income offset fund?
			1. Annie will email Carolyn. Annie will research other models for low income burial.
		2. Commission members did a role play activity to practice selling plots.
	3. Annie will ask friend who works in digital archiving for advice on how to digitize documents.
	4. Jeri will consolidate Highland maps.
3. Burnham Wall Repair
	1. The commission has acquired estimates to repair wall. Process will go to Steve Ellis and Capital Improvements, then to Finance Committee and town meeting.
4. Headstone Inventory
	1. Fairway, Poor Farm (Rte 63), & East Mineral Road are complete.
	2. Chestnut Hill data taken, Annie will transcribe onto spreadsheet.
	3. Jeri and Jamie will finish Chestnut Hill, need to complete photo labels.
	4. Burnham has all data.
	5. Jeri and Jamie went to Old South to look at the 7 graves with perpetual care. They couldn’t find two, and other five don’t have structural issues. We remain unsure how to utilize the perpetual care funds
5. Next meeting: Tuesday November 30th, 6-7 , Friday December 17th, 10AM

\*Items not anticipated within 48 hours of meeting

\*\*Votes may be taken

Minutes made by Annie Levine