

Montague Cemetery Commission Minutes

Tuesday, January 25, 2022

6:00 PM – 7:00 PM

On-line/remote meeting

Minutes

1. Roll Call
 - a. Present - Judith Lorei, Annabel Levine, Jeri Moran (Guest: Mary Kay Mattiace)
2. Approve meeting minutes
 - a. 10/29: Minutes Approved by unanimous vote.
 - b. 11/30: Minutes Approved by unanimous vote.
3. Update: Articles for Town Meeting
 - a. Burnham Cemetery Wall Repair
 - i. DPW is taking the lead on the work.
 - ii. Project will be discussed at the finance committee meeting on Feb 2nd. We don't *need* to be present though Judith may be anyway.
 - iii. Then to town meeting for a vote on March 3rd.
 - b. Access to Funds
 - i. Second town meeting warrant for commission's access to \$10,000 from town cemetery fund to be used for repair work if needed.
 - ii. Town Meeting Vote, March 3rd
4. Update: headstone mapping/inventory
 - a. No update.
5. Update: Highland Cemetery file organizing project
 - a. Organizing the Information
 - i. Goal for now is to have all of the information on one spreadsheet that we can have access to online, and can print for use in the field. Judith will make a template draft and share.
 - ii. Commission is exploring the idea of using a group of volunteers to help us transfer data from books/scans of books to spreadsheet.
 - b. Cabinet organizing:

- i. We have two full cabinets. We have one box of files that can be shredded.
 - ii. Commission will make another date to keep going through files.
- 6. Update: Boston Public Library file cataloging project
 - a. Annie consulted Steve Ellis and Deb Bourbeau about privacy issues surrounding our files. Both think the files are most likely all public and eligible to be scanned. Annie will meet with Deb to do a look-through of the items together.
 - b. Annie applied to the Digital Commonwealth Digitization program at the Boston Public Library to scan our files from Highland.
- 7. Discuss Highland Cemetery:
 - a. Commission needs to create a process and a timeline for revising Highland rules and regulations.
 - i. Rules and regulations should cover all of the town cemeteries.
 - ii. Judith will draw up a draft of rules and regulations to present at our next meeting
 - 1. Bruce Browning requested that he be able to give recommendations for new rules and regulations.
 - b. Low-Income Fund:
 - i. Carolyn Olsen, town accountant, said it's possible. Commission will need to decide eligibility criteria.
 - 1. Annie will research existing models and help draft this part of the rules and regulations.
 - c. Commission talked about making a reference sheet to give folks interested in purchasing plots.
 - d. Wooded Section Clean-Up
 - i. Judith spoke to Jeremiah at Fairview Landscaping, who would like to do this work over the winter before their season starts.
 - ii. Judith will get in touch with dates and times for a site visit.
- 8. Next monthly meeting: February 22, 2022 at 6:00 PM

*Items not anticipated within 48 hours of meeting

**Votes may be taken

Minutes submitted by Annie Levine