



COMMONWEALTH OF MASSACHUSETTS

# Town of Southwick

## Cemetery Commission

454 COLLEGE HIGHWAY, SOUTHWICK, MA 01077

Town Website: [www.southwickma.org](http://www.southwickma.org)

MINUTES February 9, 2021

Commission Members in attendance:	Gene Theroux, Chairman	Present
	Veronica Connolly, Commissioner	Present
	Norman Boucher, Commissioner	Present

Also, in attendance Lisa Anderson, Assistant Cemetery Sexton and Sue St. Sauveur, Cemetery Commission Secretary

A Zoom Meeting of the Cemetery Commission was called to order at approximately 6:02 p.m. by Mr. Theroux and seconded by Mr. Boucher.

The Cemetery Commission Meeting Notice Remote Participation Notice was read by Mr. Theroux.

The Roll Call was completed. Mr. Theroux, Mr. Boucher, Ms. Anderson and Ms. St. Sauveur were present. Ms. Connolly came in a few minutes later.

Mr. Theroux showed the Agenda which is as follows: 1. The review of the January 14, 2021 Meeting Minutes. Ms. St. Sauveur had not completed the January Cemetery Commission Meeting Minutes as of the date of this meeting and will catch up with both the January and February meeting minutes as soon as possible. 2. The Action of Approving Cemetery Commission Chair. 3. Pontem. 4. FY2022 Budget. 5. Old Business. 6. New Business. 7. Adjourn.

Mr. Boucher made the motion to nominate Mr. Gene Theroux as Cemetery Commission Chairman and Ms. Connolly seconded the motion. Mr. Theroux accepted the nomination to become the new Cemetery Commission Chairman. Mr. Theroux thanked Ms. Connolly for all the work she has done for the Cemetery Commission in the past.

There are a lot of updates for Pontem. Mr. Theroux now has access to Pontem from his home computer and Ms. Anderson has access to Pontem from her computer in the Select Board office at the Town Hall. Mr. Theroux will be the administrator. He will be updating Pontem to be multi-user, purchasing two additional user licenses and the respective annual maintenance subscriptions. This will allow concurrent users to access the database. We will also be looking to purchase the Pontem on-line search module for burials with 'standard mapping'. Mr. Theroux will be populating Pontem with Old Cemetery data. Ms. Anderson will assist Ms. St. Sauveur with the data entry for the New Cemetery. Jim Middleton, the Town Hall IT Administrator has been very helpful getting everything up and running smoothly. There are numerous reports that can be run through Pontem to show a variety of information and to show our progress.

There was a discussion about magnetic pins that could be purchased and used to make finding individual graves easier. Also, number marker signage like the ones that are at a lot of the houses in town showing their house numbers could be used in the cemetery to help people find section numbers easier as it does with town emergency personnel in finding house numbers quickly. They will be mounted on the accompanying green posts. The Fire Department and the Senior Center Grant have these available to us at no cost as they are already made through a grant.

The budget was discussed next. There may be a company contracted to do the mowing, trimming, trash and spring & fall clean up within the cemetery rather than having part-time seasonal personnel to do it as it is operated now. Salaries, Operations, Capital Items/Projects were reviewed on the budget and level funded. There is a plan to put new trees in at the cemetery this year. This would have to be approved by the Commission. There are fees associated with enlarging the use of the Pontem program. There are yearly maintenance fees that will continue after the initial purchase. We will need to finish surveying the whole cemetery. The price estimate from Crestview for putting in the road in the new area will be received soon. The shed addition with the new roof was approved at the Capital Budget Meeting including replacing the roof on the whole building. The fence for the front of the New Cemetery will be put in a five-year plan with the hope of completing it in the next year or so.

Old Business was discussed next. The surveying was completed for the new section that we needed done so we had new graves to sell. There should be no fees from the town or from the state associated with the completed surveying. Ms. Anderson will find out if Levesque has finished surveying the Old Part of the New Cemetery. Ms. Connolly suggested giving the Old Part of the New Cemetery a name so it is easier to differentiate which part of the cemetery we are talking about.

Ms. Connolly made a motion to accept the Budget with the new suggestions. Mr. Boucher seconded the motion and all were in agreement.

New Business was discussed next. Mr. Theroux presented an example of a Burial Worksheet that Pontem shows as an example. We could give this form out to the funeral homes so with the family's help they can fill out the information regarding the family's genealogy, family relationships, burial location/s, military service, date of birth, date of death, religion, etc. Ms. Connolly also suggested adding in who will inherit the plot(s) after the death of the owner(s). This would prevent the family issues that we have had to deal with lately. Also, this information needs to be given out when they purchase plots in the cemetery. This is an inheritable deed so they need to be aware that they have to put this in their Will who gets the deed upon their death. We will also be updating the Cemetery Burial Card that we have in the office fairly soon so that all the needed information will be available to us from the family.

A Motion was made by Commissioner Boucher to adjourn the meeting and seconded by Chairman Theroux to adjourn the meeting at approximately 7:07 p.m. All were in favor. .

Due to the Covid Pandemic and the Town Hall being closed to visitors, the next Cemetery Commission meeting was not scheduled at this meeting.

Respectfully submitted,

Susanne St. Sauveur, Secretary

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GENE THEROUX, CHAIRMAN

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VERONICA CONNOLLY, COMMISSIONER

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NORMAN BOUCHER, COMMISSIONER