



COMMONWEALTH OF MASSACHUSETTS

Town of Southwick

Cemetery Commission

454 COLLEGE HIGHWAY, SOUTHWICK, MA 01077

Town Website: www.southwickma.org

MINUTES August 25, 2020

Commission Members in attendance: Veronica Connolly, Chairperson Present
Gene Theroux, Commissioner Present
Norman Boucher, Commissioner Not Present

Also, in attendance were Bud Phillips, Cemetery Sexton and Sue St. Sauveur, Cemetery Commission Secretary who joined late.

A Zoom Meeting of the Cemetery Commission was called to order at approximately 5:40 p.m. by Chairperson Connolly and seconded by Mr. Theroux.

The new maps for the newly surveyed section of the cemetery will be copied so there are basic copies at the cemetery and at the cemetery office until the finalized maps are available. They are only outlines at this point with the overall shape and individual grave locations until Bud and others from the cemetery can meet with someone from Levesque and Associates Surveying to see how the plots should be numbered and the new section of the cemetery itself laid out and marked.

We need to get information from Sue Corey regarding CPC projects from Gene Theroux. Phase One is completed (FY2020).

Trees are scheduled to be taken down by Allied Tree Service at the end of the month. The retaining wall and the vault still need to be done.

The copy of the Minutes for the July 28, 2020 meeting, which had previously been emailed to the Commission members for their review, was discussed and approved. A Motion was made by Ms. Connolly and approved by Mr. Theroux to approve the Meeting Minutes. .

Bud Phillips and Lisa Anderson will be the only ones working at the cemetery for the rest of the summer since Keegan Foley is going back to school and Ralph Camissa will be going out for surgery.

Sue St. Sauveur gave an update on her progress entering cemetery records into Pontem. She is about half done. There is missing information that will need to be checked on and updated information will have to be added.

Budget information for the trees was discussed and we need to check into what money we have available for our fiscal year Community Preservation Committee (CPC).

We discussed putting the Cemetery Commission phone number and extension on the door at the cemetery building. Also, the name has to be changed on the Cemetery Commission office phone to reflect The Cemetery Commission rather than an individual secretary's name. That will be taken care of soon.

A Motion was made by Commissioner Theroux and seconded by Chairperson Connolly to adjourn the meeting at approximately 6:20 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


VERONICA CONNOLLY, CHAIRPERSON


NORMAN BOUCHER, COMMISSIONER


GENE THEROUX, COMMISSIONER