



COMMONWEALTH OF MASSACHUSETTS

**Town of Southwick**  
**Cemetery Commission**  
454 COLLEGE HIGHWAY, SOUTHWICK, MA 01077  
Town Website: [www.southwickma.org](http://www.southwickma.org)

MINUTES January 14, 2021

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

Also, in attendance were Bud Phillips, Cemetery Sexton; Lisa Anderson, Assistant Cemetery Sexton, Sue St. Sauveur, Cemetery Commission Secretary and Doug Moglin, Selectman/Zoom.

A Zoom Meeting of the Cemetery Commission was called to order at approximately 6:20 p.m. by Chairperson Connolly and seconded by Mr. Theroux. Due to the Covid Pandemic in-person meetings are not allowed as the public is not allowed in the Town Hall at this time.

Ms. Connolly briefly discussed the issue between Cindy Pendleton and her family regarding the moving of her mother's ashes within the plots. Due to issues with the will and disagreements within the family a letter was drawn up and sent to the town lawyer for his review. The letter will be sent certified to Ms. Pendleton regarding the issue. We also, need legal documentation of who will own the plot going forward.

The Ronald Gibbons family issue was discussed and the letter that was written up was sent to the lawyer for his input and we will be sending the letter certified to him.

The executor of the will and the estate of the deceased needs to state who can be buried where in the plot. People need to be aware of that when they buy plots in the cemetery so we can avoid these issues in the future.

The copy of the Minutes for the October 20, 2020 meeting, which had previously been emailed to the Commission members for their review, was discussed and approved by Mr. Theroux and Mr. Boucher.

Ms. Connolly then discussed the budget items. Salaries for the cemetery employees, the Sexton and the secretary are level funded. Repairs and Maintenance, Commissioners Expense, Minor Equipment, Office Supplies, Ground Supplies and Improvements will be level funded for 2021/2022. The budget amount for electricity costs was raised slightly to account for the rise in electricity costs at the cemetery building. Ms. Connolly would like to see a new section of steel fencing installed across the front of the New Cemetery area out by the road only so that it matches the Old Cemetery. The Improvements to be done in the spring for 2021 include the tree work to be done and roadways repaired as needed and a new section of roadway installed. The addition to the cemetery building

was put back into the budget for this year. It was suggested that the cost of grave openings & closings be raised to \$500 and the extra would be used for Perpetual Care for the cemetery. The price for cemetery plots will be raised from \$450 to \$475 and for cremation plots the price will be raised from \$250 to \$275.

The projects to be completed for the upcoming year are; 1. Complete the surveying in the cemetery and provide GIS mapping so it can go into Pontem. 2. We need to purchase the module for Pontem. 3. Replace the chain link fencing in the New Cemetery out by the road with white fencing like is in the Old Cemetery. 4. The addition to the cemetery building will include a new roof on the whole building after the addition is complete. The estimate is \$40,000.

A Motion was made by Commissioner Theroux and seconded by Commissioner Boucher to adjourn the meeting at approximately 7:16 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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VERONICA CONNOLLY, CHAIRPERSON

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NORMAN BOUCHER, COMMISSIONER

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GENE THEROUX, COMMISSIONER