



COMMONWEALTH OF MASSACHUSETTS

Town of Southwick

Cemetery Commission

454 COLLEGE HIGHWAY, SOUTHWICK, MA 01077

Town Website: www.southwickma.org

MINUTES

March 27, 2018

Members in attendance:	Sharon Horacek, Chairman	Present
	Veronica Connolly	Present
	Jim Fahey	Present
	Bud Phillips, Sexton	Present
	Erica Baker, Secretary	Present

The scheduled meeting of the Cemetery Commission was opened at 5:30 p.m. by Chairman Sharon Horacek.

Routine Business:

- Commission members received and reviewed all mail.
- Commission members reviewed monthly budget report.
- Commission members signed deed for Sandra L. Steward. S. Horacek informed the Commission that Mrs. Steward purchased a full plot to allow for an upright monument for her husband. Bud reminded the Commission that an owner must own two plots next to each other if they wish to place an upright marker. There was discussion as to what kind of marker she could place on the plot and the Commission agreed she could place a slant faced marker. Sharon will follow up with Mrs. Steward to explain the rules and regulations and if she wishes to keep the one plot, the deed will be mailed.

New Business:

- Commission members reviewed and signed minutes from February 27, 2018 meeting. It was suggested the secretary no longer print multiple copies of the minutes for review to save paper and instead should email draft minutes to the Commission for review. A motion to have the secretary send all future minutes via email the Friday before the next meeting for review was made by R. Connolly and seconded by J. Fahey. All were in favor. A motion to accept the minutes of the February 27, 2018 meeting was made by R. Connolly and seconded by J. Fahey. All were in favor.

- An email and powerpoint received by the Commission from DPW regarding new OSHA regulations for municipal were reviewed. Comments were offered regarding seatbelts on the mower, cave in precautions for grave digging, high visibility clothing, and mower tip-over precautions. A motion was made by J. Fahey and seconded by R. Connolly that the Commission reviewed the OSHA law information regarding municipalities and directed the Sexton to observe all OSHA laws. All were in favor. The Sexton will let the Commission know of anything he finds that doesn't fall under the new laws so it can be addressed. The new laws will need to be looked at to find out exactly what the guidelines and laws are so we can be compliant before they come into effect as they are not in the email or Powerpoint.

Old Business:

- S. Horacek updated the commission on an email received from Karl Stinehart regarding proceeding with the removal of the diseased trees in the New Cemetery by Allied Tree. The required paperwork has been mailed and removal of the state trees in the College Highway right of way can begin. Mr. Phillips will contact Allied Tree and set up a time for the work to start. Mr. Phillips presented the Commission with a report from Allied Tree Service of trees in the Old and New Cemeteries that were identified by a professional arborist that need to be addressed. A copy of the Allied Tree report will be forwarded to Karl Stinehart. R. Connolly requested that the work be completed before Memorial Day and possibly get new plantings to replace the trees that won't grow too big. Mr. Phillips also informed the Commission that Norm Boucher would like a crab apple tree removed that drops fruit on his family's stone and stains it. Mr. Phillips told him this would be possible if Mr. Boucher buys a replacement tree.
- Mr. Phillips informed the commission that he still has not heard anything further from the surveyor that called him back previously. R. Connolly suggested he follow up with the surveyor.

Next meeting is scheduled for April 10, 2018

Motion was made by J. Fahey and seconded by R. Connolly to adjourn the meeting at 6:07 p.m. All were in favor.

Respectfully submitted,

Erica Baker
Cemetery Commission Secretary

Sharon Horacek, Chairman
SHARON HORACEK, CHAIRMAN

Veronica L. Connolly
VERONICA CONNOLLY

James R. Fahey
JAMES FAHEY