

COMMONWEALTH OF MASSACHUSETTS

# **Town of Southwick**

## **Cemetery Commission**

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

### MINUTES July 24, 2018

Members in attendance:	Sharon Horacek, Chairperson	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 Chairperson Sharon Horacek.

#### **Public Participation:**

- Dan Oleksak spoke to the Commission regarding surveying the cemetery, including locating headstones and mapping out where each individual is buried. Mr. Oleksak is also able to plot out new sections 8, 9, and 10. Different file formats for final surveys were discussed. Mr. Phillips will take Mr. Oleksak around the cemetery and show him exactly what needs to be done.

#### **Routine Business:**

- Commission members received and reviewed invoices and POs.
- Commission members reviewed monthly budget report.
- Commission members recorded new burials in their books.

#### **New Business:**

- Mr. Phillips informed the Commission that the two new hires have both starting working.
- Commission members signed minutes from June 19, 2018 meeting.
- Mr. Phillips installed the new signs regarding surveillance.
- Commission discussed the placements of memorials and plants. Currently, Mr. Phillips moves and puts back any plants/memorials he can for mowing or he mows and weedwacks around them. Commission requested the sexton keep an eye on the situation to make sure it doesn't get to the point where he is weedwacking more than mowing.

**Old Business:**

- Mr. Phillips called for an estimate on an automatic timed gate. The fence company indicated it is doable and will price it out and send an estimate.
- Mr. Phillips will continue marking out Section 5A and possibly get Mr. Oleksak's help.
- Commission discussed the trees that are down in the Old Cemetery. S. Horacek and Mr. Phillips will attend the Selectboard meeting regarding removal of trees.
- Commission discussed options for replacement and irrigation of new trees. Mr. Phillips will check out prices for replacement Bradford Pear trees and inquire as to irrigation options. He will look into purchasing trees bigger than a sapling.
- Thank you letters to individuals that helped out in the Cemetery have been mailed by the secretary.

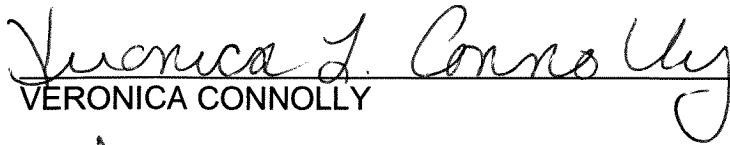
**Motion was made by R. Connolly and seconded by J. Fahey to adjourn the meeting at 5:55 p.m. All were in favor.**

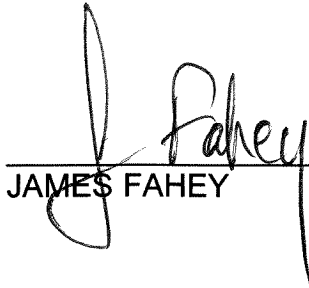
**Next meeting is scheduled for August 21, 2018.**

Respectfully submitted,

Erica Baker  
Cemetery Commission Secretary

  
SHARON HORACEK, CHAIRPERSON

  
VERONICA CONNOLLY

  
JAMES FAHEY