

Barrington Cemetery Commission Meeting (Approved Nov. 12, 2014)

The Barrington Cemetery Commission met on Wednesday, October 8, 2014 at 3:00 PM in the Meeting Room at the Barrington Public Library-Community Center.

Present Mr. John A. MacIntyre, Jr., Chair, Mr. Robert Black, Mrs. Sarah P. Small, Secretary of the Commission, Mr. Enzly Ramsay, Superintendent of Operations.

Mr. MacIntyre called the meeting to order at 3:12 PM.

Mr. MacIntyre moved approval of the Minutes of the September 10, 2014 meeting. Mrs. Small seconded the motion. Motion carried.

Mr. MacIntyre moved approval of the minutes of the July 9, 2014 meeting. Mr. Black seconded the motion. Motion carried.

Superintendent's Report:

Tree Work at Prince's Hill: Selective tree work at PH has not been completed.

Tree Work at Watson Yard: Mr. Mark Shaw of Brick Pond Drive, a neighbor to Watson Yard, reported two damaged and potentially dangerous trees overhanging the stone wall around the cemetery. Mr. MacIntyre and Mr. Ramsay indicated a choke-cherry tree against the wall at the South-East corner has a split limb where it attaches to the trunk, and needs to be removed. The tree outside the wall on the East side of Watson Yard has a large dead limb which overhangs markers within the cemetery. Mr. Ramsay indicated that work to remove these limbs would include climbing, with a cost estimate of \$600.00 to \$800.00. While these trees are on Town owned property, the potential danger is for damage to the old slate, marble and granite markers within the cemetery. Mrs. Small moved and Mr. MacIntyre seconded a motion that Mr. Ramsay proceed with the removal of the tree limbs and branches that pose a danger to the grave markers in Watson Yard not to exceed \$800.00. Motion carried.

Fall Fertilizer at FC & PH: Mr. Ramsay indicated that the usual fall program of "weed and feed" at these two active cemeteries has been completed.

Script for use on Cemetery Purchase of Deed/Grant of Final Disposition:

The legal document for purchase of the Space for interment or entombment in Barrington Cemeteries is currently in a script that appears to be very difficult to read. There was discussion of ways to change the script within the format, that is easy for a clerk in the Town Clerk's Office to enter into the document, easy to read, and provides all details for sale of the space to the Barrington resident or former resident making the purchase. Mr. Black indicated that the existing document of sale, entitled "Grant of Final Disposition", is all set in the "Harrington" font, and is shown to be difficult to read particularly with the "fill in" text for the variable data. He suggested changing the fonts in the following ways:

Header - Times New Roman" font
Title - Bookman Old Style – Italicized
Body - Calisto MT
Fill in data cells - Book Antiqua - Bold

There was discussion. Mr. MacIntyre moved and Mrs. Small seconded a motion that the fonts used on the 'Grant of Final Disposition' suggested by Mr. Black be adopted immediately, and used for the set-up and variable information on the 'Grant of Final Disposition' currently used for

documenting the sale of cemetery space. Motion carried. Mr. Black will contact the Town Clerk's Office to request that this revised version will be used going forward.

Lettering at Columbarium and Cremation Garden:

The design format of the Niche doors of the Columbarium and design of the flat and raised markers in the Columbarium Garden are "Fat Bar Modified", according to Mr. Ramsay and Warren Monument.

An opening benefit, and new service, included lettering on the door of a Columbarium Niche with the initial purchase price of \$2000.00. This benefit is still in existence on both the Niche door, and the lettering on a cremation garden marker, if confirmed at the time of purchase. Lettering confirmed after purchase is the responsibility of the owner. There was discussion. Niche doors and single flat markers can be removed and taken to Warren Monument for lettering. Mrs. Small moved and Mr. MacIntyre seconded a motion that lettering allowed by the Commission be paid by the purchaser of niches and cremation garden markers as of January 1, 2015. Motion carried. Mr. MacIntyre reported that the current price schedule reflects this change.

Survey at Forest Chapel:

Mr. Steve Murgo has given his edited FC Survey to Mr. Ramsay to refine. Mr. Ramsay hopes to complete the editing by the November meeting.

Cemetery Brochure:

Mr. Black presented a revised draft brochure, using both sides of "8.5 x 11" folded stock, to be used as an informational and promotional piece about PH and Forest Chapel Cemeteries. The "front" page shows the Main entrance to Prince's Hill Cemetery, with Rev 10/2014 on the "back" page. The opposite side shows two views of Forest Chapel Cemetery on the left side, and a view of the Prince's Hill Columbarium on the right. There was discussion. Mrs. Small moved and Mr. MacIntyre seconded a motion that Mr. Black refine the piece and Mr. MacIntyre will submit it digitally to printers for bids. Motion carried. (See attached).

Walkways in Forest Chapel: Mr. Ramsay explained the design of the Walkways in Forest Chapel and how they may be used for sales when they are added to the primary Lot. Walkways run both North to South and East to West. **The walkways running North and South are never available for sale as the grave numbers run North and South. Walkways running East and West may be available, and are attached to the Main, or Primary Lot abutting Grave 1 (designated as 1A of the Main Lot#); Grave 4 (designated as Grave 4A of the Main Lot#); Grave 5 (designated as 5A of the Main Lot#); and Grave 8 (designated as Grave 8A of the Main Lot #). As an example, additional graves might be sold to the owners or attached to FC Lot 385, as Lot 385-Grave 1A, Lot 385-Grave 4A, Lot 385-Grave 5A, and Lot 385-Grave 8A. In this instance, No walkway graves may be sold attaching to FC Lot 384 (as the walkway space has been taken by Lot 385 Graves 1A and 5A) or Lot 386 (as the walkway space has been taken by Lot 385 Graves 4A and 8A).**

Permit to open a space for final disposition: Mr. Ramsay sends an "Interment Order" to the funeral director requesting permission to open space for a family interment. The family member signing the order may check "spouse", "next of kin", etc. However, there is no space to check "owner" of Lot. Mr. Ramsay suggested adding this category to the Interment Order when ordered by the person who purchased the lot.

Placement of Cremains in a full grave lot: There will be no more than 4 cremains in a single standard size (4' x 8') Grave. Cremains in permanent Liner Boxes shall be identified in the Lot owners database as Cremains #1 (first) in the Center of the Grave. Cremains #2 (second cremains) is next to Cremains #1 but AWAY from the Headstone or line of Headstones in Row above. Cremains #3 (third cremains) next to Cremains #1 but TOWARD the Headstone or line of Headstones above. Cremains #4 (fourth cremains) is to be next to Cremains #2 but AWAY from the Headstone or line of Headstones in the Row above. (Refer also to Minutes of the January 2014 Commission meeting.)

Meeting adjourned at 5:40 pm.

Sarah P. Small, Secretary