



# The Commissioners of the Cemeteries

The North and East Burial Grounds Commission

The Town of Bristol, Rhode Island

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The meeting of Wednesday, January 18, 2017 was held at the Bristol State Court House, 240 High Street and was called to order by Chairman Charles Cavalconte at 6:00PM. Present were Chairman Charles Cavalconte, Commissioner Jacob Begin, Commissioner Ed Carusi, Commissioner Susan Church, Superintendent Enzly W. Ramsay Jr, and Recording Secretary Carol Gafford. Commissioner J. Riccio was excused.

The Pledge of Allegiance was recited followed by a moment of silence to remember the purpose and service of the Commission, the dead who rest in the Town's cemeteries, the recent dead of our community and their families.

The Minutes of the Wednesday November 9, 2016 meeting were accepted with a motion made by Commissioner E. Carusi and seconded by Commissioner J. Begin and approved by all.

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## **SUPERINTENDENT'S and MONTHLY MAINTENANCE REPORT CENSUS AND SALES REPORT (FY 2016-2017)**

<u>Number of Burials for Nov &amp; Dec 2016</u>	<u>FY2016-2017 TOTALS</u> <u>July 2016-June 2017</u>
Number of Standard Burials: 3	Standard Burials: <u>13</u>
Number of Standard Cremation Burials 1	Cremation Burials: <u>11</u>
Number of Cremation Garden Burials 4	Cremation Garden Burials: <u>11</u>
Sale of Traditional Lots 3	Traditional Grave Sales: <u>5</u>
Immediate Need 2	Traditional Lot Sales <u>10</u>
Pre-Need 1	Cremation Garden Lot Sales: <u>10</u>
Sales of Traditional Graves 6	Cremation Garden Grave Sales <u>25</u>
Immediate Need 2	Infant Burial <u>0</u>
Pre-Need 4	
Sales of Cremation Garden Lots 3	
Immediate 1	
Pre-Need 2	
Sales of Cremation Garden Graves 6	
Immediate Need 2	
Pre-Need 4	
Infant Burials 0	

## **FINANCIAL REPORT**

~**Review of Current Income and Expenses from Ramsay's, Inc.** – Chairman Cavalconte reviewed the November and December sales from Ramsay Inc .

~**Review of Current Revenue and Expense spreadsheet from the Treasurer's Office, Town of Bristol**- Chairman Cavalconte reviewed the current spreadsheet with the Commission.

**Action:** Ongoing

~**Budget Committee/Endowment Fund Status** – Chairman Cavalconte reviewed FY 2017 budget from meeting with the Town Treasurer.

**Action:** Ongoing

~**Additions To Revenue And Income Statement** – None at this time.

## UPDATES

~**2017 Schedule** – Chairman Cavalconte presented the 2017 proposed meeting schedule.

~**Cremation Garden** – There was no update at this time.

### ~**Website**

**Status:** Commissioner Carusi is working with Civic Access to update the NEBG information on the website. Commissioner J. Begin continues to update the blog.

**Action:** Ongoing

### ~**Marketing/Publicity**

**Status:** Commissioner E. Carusi has changed the ad for the Obituary Section of the Bristol Phoenix. Outside information boxes for Chapel and Cremation Gardens have arrived.

**Action: Immediate**

### ~**NBG Chapel Painting/Restoration**

Chairman Cavalconte called for a price on a high lumen floodlight, 2 lights for the chapel, and a light on the flagpole. He will get a price on these for next meeting. The closet in the chapel needs to be cleaned.

Commissioner J. Riccio will work on the handrail and door in the spring.

**Action:** Spring 2017

### ~**Water Faucet**

**Status:** There was no update at this time.

**Action:** Ongoing

### ~**EBG Fence Repair**

**Status:** There was no update on the EBG fence repair at this time.

**Action:** Spring 2017

## CAPITAL IMPROVEMENTS

### ~**Natural/Green Burials/ Memorial Grove/Scattering Garden**

**Status:** The Commission continues to research scattering gardens, and green and natural burial options.

**Action:** Under Consideration, Conversation/ Research

## COMMUNITY RELATIONS AND SPECIAL EVENTS

### ~**Archival/Preservation Committee Action/ Status: Currently Tabled**

**Status:** The Archival/Preservation Committee has been tabled to a future meeting.

**Action:** Tabled

### ~**Cemetery Tree Responsibility/Property Line Tree Management Plan**

**Status:** Superintendent Ramsay has planted 15 trees. Chairman Cavalconte has talked with Ed Tanner and we can go out on the bid for trees with the town Conservation Commission.

**Action:** 30-60 Days

**~Tree Memorial Program**

**Status:** There was no update on the Tree Memorial Program at this time.

**Action:** Ongoing

**~Walking Tours**

**Status:** Commissioner J. Begin has had a request to do a tour of several cemeteries with BHPS Curator Rei Battcher. He will keep the Commission informed of any future tour plans.

**Action:** Ongoing

**~Cemetery Signs**

Commissioner S. Church went over information on signs and what the Commission would like in terms of colors, dimensions and information on the side. The Commission would like one double sided sign rather than two separate signs for NBG. They would like a deep green color, wood sign and with lighting. S. Church will discuss options with the sign maker and prepare estimates for the Commission.

**~Flags/Flag Poles**

**Status:** Chairman Cavalconte continues to work on obtaining flag poles for the cemetery.

**Action: Immediate**

**~Grave Restoration and Conservation**

There was no update at this time.

**ON GOING PROJECTS NBG/EBG**

Superintendent Ramsey temporarily has created a work around for the electrical fountain.

Superintendent Ramsay continues to research the coffin lowering devices.

Chairman Cavalconte would like to discuss new projects for the Cemeteries including pricing and fee changes.

**NEW BUSINESS**

- Statewide Spring 2017 Cemetery clean-up day.**
- Spreading Garden**
- Memorial Day 2017**
- Review of Rules and Regulation**
- Future NBG/EBG Development**
- Burial Foundations**
- Stone Setting (Superintendent Ramsay has new idea for stones to be set firmly with less potential for tipping over)**
- Pricing and Fee Changes**

*The next meeting of the North and East Burial Ground Commission will be on Wednesday February 15, 2017 at 6:00PM.*

Chairman Cavalconte entertained a motion to adjourn. Motion was made by Commissioner E. Carusi and seconded by Commissioner S. Church. Meeting adjourned at 6:51PM

**Respectfully Submitted and Approved for Record**

**Wednesday February 15, 2017**

**Carol Gafford, Recording Secretary.**