



# 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, November 9, 2016 was held at the Bristol State Court House, 240 High Street and was called to order by Chairman Charles Cavalconte at 6:10PM. Present were Chairman Charles Cavalconte, Commissioner J. Riccio, Commissioner Jacob Begin, Superintendent Enzly W. Ramsay Jr, and Recording Secretary Carol Gafford. Commissioner Ed Carusi and Commissioner Susan Church were 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 October 12, 2016 meeting were accepted with a motion made by J. Riccio and seconded by 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 October 2016</u>	<u>FY2016-2017 TOTALS</u>
	<u>July 2016-June 2017</u>
Number of Standard Burials: 5	Standard Burials: <u>10</u>
Number of Standard Cremation Burials 2	Cremation Burials: <u>10</u>
Number of Cremation Garden Burials 0	Cremation Garden Burials: <u>7</u>
Sale of Traditional Lots 1	Traditional Grave Sales: <u>4</u>
Immediate Need	Traditional Lot Sales: <u>2</u>
Pre-Need 1	Cremation Garden Lot Sales: <u>7</u>
Sales of Traditional Graves 2	Cremation Garden Grave Sales: <u>19</u>
Immediate Need 0	Infant Burial: <u>0</u>
Pre-Need 2	
Sales of Cremation Garden Lots 1	
Immediate 1	
Pre-Need 0	
Sales of Cremation Garden Graves 2	
Immediate Need 2	
Pre-Need 0	
Infant Burials 0	

### FINANCIAL REPORT

~**Review of Current Income and Expenses from Ramsay's, Inc.** – Chairman Cavalconte reviewed the October 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** – Tabled until next meeting.

~ **Planning for FY 2017 Budget** Proposed budget for FY 2017

**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 and Commissioner Begin continue to update the website.

**Action:** Ongoing

~**Marketing/Publicity**

**Status:** New ads for North Burial Ground will be placed in the Obituary Section of the Bristol Phoenix.

**Action: Immediate**

~**NBG Chapel Painting/Restoration**

Superintendent Ramsay will work on the LED lighting at the Chapel and attend to cleaning, the chapel closet, window work and other tasks as needed. J. Riccio will work on the handrail and the iron door.

**Status:** Ongoing

**Action:** Spring 2017

~**Water Faucet**

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

**Action:** Ongoing

~**EBG Fence Repair**

**Status:** The Commission discussed the iron fence posts at the East Burial Ground. About 30 are compromised. Options were presented. Superintendent Ramsay will work on this. The posts are rotting due to drainage issues and a French drain may be needed to correct the problem.

**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:** The Commission discussed the choice and placement of the trees. A plan is in place and motion was made by J. Riccio and seconded by J. Begin to purchase the necessary trees for initial planting. Superintendent Ramsay will start working on planting of trees when they are delivered.

**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:** Chairman Cavalconte would like to see a Walking Tour schedule for spring and fall of 2017.

**Action:** Ongoing

**~Cemetery Signs**

Chairman Cavalconte showed the Commission sign options. Some clarification is needed for signs and he will have Commissioner Church continue to work on this and get prices.

**~Flags**

**Status:** Chairman Cavalconte will keep the Commission apprised of the request for flags (4). He will ask the Veteran’s Council for a flag and pole to be erected by Memorial Day for Sgt. Walker.

**Action: Immediate**

**~Grave Restoration and Conservation**

There was no update at this time.

**ON GOING PROJECTSNBG/EBG**

Superintendent Ramsay has provided a long term patch for the electrical problems at the fountain.

New grave carpets have been purchased. Superintendent Ramsay will research the coffin lowering devices.

Chairman Cavalconte may have a workshop regarding Cemetery Finances, pending 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 December 14, 2016 at 6:00PM.*

Chairman Cavalconte entertained a motion to adjourn. Motion was made by Commissioner Riccio and seconded by Commissioner Begin. Meeting adjourned at 7:14PM

**Respectfully Submitted and Approved for Record**

**Wednesday December 14, 2016**

**Carol Gafford, Recording Secretary.**