

## MEETING OF THE BROOKFIELD CEMETERY COMMISSION MINUTES

January 28, 2013

Called to order: 6:06 pm

**Present:** Commissioners Art Jay, Peter Masuzzo, Wayne Yaskoski  
Non-voting present: Mike Seery, Superintendent

*Minutes:* Motion made by Wayne and seconded by Art to approve the minutes of November 19, 2012 as written. There was no meeting in October or December. All in favor.

*Approve expense warrant:* Motion made by Peter and 2<sup>nd</sup> by Wayne to approve most recent payroll and expense warrants for the month of January. All in favor.  
Balance in the Expense account is \$4,794.

### **Old Business**

Mike ordered 12 brass Veteran's markers at \$26.90 each and 1 gross of flags. The invoice for the flags will be given to the Veterans Agent for reimbursement.

Mike did purchase a pole saw attachment for the Echo trimmer from Quaboag Equipment. The amount was \$189.

Budget had been submitted for FY14 level funded with \$1,500 added back in for the Improvement Account.

### **New Business:**

Surplus Truck - Discussion of the acquisition of the older 1 ton truck that the is replacing. It was originally thought the truck would be used primarily for leaf pick up with some modifications. Wayne and Jim were able to get the Cyclone rake vacuum set up and used it this fall and it worked very well to do the leaf pickup. This coupled with the condition of the truck, storage at the cemetery both on and off season, having to build a shelter for it, the possibility of vandalism, and the fact that Herb said that we could have access to a truck on the few occasions that we need one, led the Commissioners to feel that this truck is not something we should accept or keep at the cemetery for exclusive use.

Lakeside Property - none of the surplus buildings or structures would be of use at the cemetery.

*Adjournment:* Motion made by Peter and seconded by Art to adjourn at 6:55 pm. All in favor.

Submitted by Peter Masuzzo

# MEETING OF THE BROOKFIELD CEMETERY COMMISSION MINUTES

May 15, 2013

Called to order: 6:04 pm

**Present:** Commissioners Art Jay, Peter Masuzzo, Wayne Yaskoski  
Non-voting present: Jim Milner, Caretaker. Not Present: Mike Seery, Superintendent

*Minutes:* Motion made by Wayne and seconded by Art to approve the minutes of January 28, 2013 as written. There was no meeting in February, March, or April. All in favor.

*Approve expense to be placed on warrant:* Motion made by Peter and 2<sup>nd</sup> by Art to approve the Stone & Lime invoices of 4/19/2013 in the amount of \$19,960 and 5/8/2013 in the amount of \$29,940 for the restoration work on the granite archway. This is the total amount bid of \$49,990 and completes the restoration. \$7,500 is from the Perpetual Care account, and \$42,400 is from the Cemetery Preservation Fund. \$25,000 from the Massachusetts Preservation Projects Fund will be reimbursed to the Cemetery Preservation Fund. Balance of the fund after reimbursement will be \$47,242.87. Peter and Martha will complete the final necessary paperwork that needs to be submitted to MPPF. All in favor.

## Old Business

Wayne and Jim fixed the leaf vac last November as it works well. Jim mentioned that they need to reconfigure the hitch as it will sometimes break the bolts. He and Wayne will take care of it.

Corner lot markers - tabled until next meeting when Mike is present. He was going to get prices on the metal markers that can be purchased. Wayne suggested making out own out of cement and add a metal bolt sure that they can be found by a metal detector.

Art mentioned that the trim around the replacement windows have still not been painted. Jim will take care of priming and painting them.

The shed roof will need to be re-shingled, as this was not completed last year. In addition, the shed should is also due for staining. Jim fixed the hinges on the large swing out door for the tractor.

Peter will ask Ron about having Mr. Phillips repair the broken vertical bar on the iron gate. The gate also needs to have the paint touched up in spots.

**New Business:**

Many trees are in need of pruning the dead branches from them, including the 2 large maples in the Civil War section, and the trees near the 2 eastern entrances. These will need to be done by a professional tree contractor. Jim will look at the remains of a branch on one of the trees near the entranceway that broke off this past winter. He may be able to cut that one.

Jim questioned the need of having the backhoe serviced by someone. He says that he finds it to be too "jumpy." The backhoe has not had a lot of use, and most of it may still be attributed to the unit being newer? Peter questioned Jim as to what RPM he was running the tractor at when using the backhoe - 2400. Peter mentioned to him that it should be at 1400 according to the manual for the backhoe. Jim will try that speed.

*Adjournment:* Motion made by Peter and seconded by Art to adjourn at 6:50 pm. All in favor.

Submitted by Peter Masuzzo

# MEETING OF THE BROOKFIELD CEMETERY COMMISSION MINUTES

June 24, 2013

Called to order: 6:02 pm

**Present:** Commissioners Art Jay, Peter Masuzzo

Non-voting present: Jim Milner, Caretaker; Mike Seery, Superintendent

Not Present: Wayne Yaskoski,

*Minutes:* Motion made by Art and seconded by Peter to approve the minutes of May 15, 2013 as written. All in favor.

*Approve expenses on warrants:* Motion made by Art and 2<sup>nd</sup> by Peter to approve Expense and Payroll warrants of May and June. All in favor.

## Old Business

Peter reported that the repair of damage to the main iron gate was recently completed by Wayne Perry Welding of Gilbertville, at a cost of \$240. He did a very professional repair, and Peter primed and painted the area, as well as other needed touch up spots. Invoice for the iron gate repair is \$240. Motion made by Art and 2<sup>nd</sup> by Peter to approve from the Expense Account.

## New Business:

Review of remaining expense balance for FY 13. Mike reported that the balance is approximately \$3,400.

Discussion of shingle replacement on the shed as a priority. The roof on the addition is in fair condition however the roof on the original shed needs to be replaced. Peter mentioned cutting in and adding a rolled ridge vent as well. Jim calculated that it would need 12 bundles of shingles at \$50 / bundle. With tar paper, ridge vent, drip edge, etc. estimate would come to \$900 for materials. Motion made by Art and 2<sup>nd</sup> by Peter to approve. All in favor

Motion made by Art and 2<sup>nd</sup> by Peter to purchase 4 of the heavy duty mats to be used when opening graves, although Jim recommended that we get 8. These will cut down on the rut damage as well as protect area vault covers when the tractor is positioned to open the grave. These are 4 x 8 in size, and are \$199 each. By getting 4 now, this will us to evaluate their usage and durability and how we like them.

The following were also approved with a motion by Art, and 2nd by Peter with an all in favor vote:

New tires for the Bobcat zero-turn. Quaboag Equipment gave a price of \$300 for tires, balance and mounting.

\$72 to the Highway Department for a new information sign to be placed on the shed.

Up to \$1000 in tree maintenance work. Mike will contact Quaboag Tree.

**Other Business:**

The addition of a casual employee when needed was asked for consideration by Mike. This person could help with trimming as well as occasional mowing. There is an adequate amount in the wage budget to cover this, and we did use one in the past. Both Art and Peter were in favor. Mike will consider some options in terms of hours needed, as well as a good candidate.

*Adjournment:* Motion made by Art and seconded by Peter to adjourn at 6:45 pm. All in favor.

Submitted by Peter Masuzzo

## MEETING OF THE BROOKFIELD CEMETERY COMMISSION MINUTES

July 26, 2013

Called to order: 6:04 pm

**Present:** Commissioners Peter Masuzzo, Wayne Yaskoski

Non-voting present: Jim Milner, Caretaker; Mike Seery, Superintendent

Not Present: Art Jay

*Minutes:* Motion made by Peter and seconded by Wayne to approve the minutes of June 24, 2013 as written. All in favor.

*Approve expenses on warrants:* Motion made by Wayne and 2<sup>nd</sup> by Peter to approve Expense and Payroll warrants of July and 1st week of August. All in favor.

### **New Business:**

Workshop on August 10th for stone cleaning. There is an ash burial at noon in the main section, so we will need to be cognizant of that.

Discussion on lots available, size, configurations, lot markers, etc. Wayne brought up that we go back to using corner markers. Jim and Mike will make corner markers and begin to use them, measuring from a known corner marker, and will resolve any issues that may be pending on lots already sold.

Jim will look at the pot hole issue. He feels that the area around the edge of the roadway needs to be built up to keep the stone dust in. He and Mike will look at it.

Jim will pick up cement column by road.

Mike will get information from the same supplier that he gets the transfer station tee shirts from.

*Adjournment:* Motion made by Peter and seconded by Wayne to adjourn at 6:52 pm. All in favor.

Submitted by Peter Masuzzo

# MEETING OF THE BROOKFIELD CEMETERY COMMISSION MINUTES

September 16, 2013

Called to order: 6:03 pm

**Present:** Commissioners Peter Masuzzo, Art Jay, Wayne Yaskoski (6:25)

Non-voting present: Jim Milner, Caretaker; Mike Seery, Superintendent

*Minutes:* Motion made by Peter and seconded by Art to approve the minutes of July 31, 2013 as written. All in favor.

*Approve expenses on warrants:* Motion made by Peter and 2<sup>nd</sup> by Art to approve Expense and Payroll warrants month of August and September 5th and September 12th. All in favor.

## **New Business:**

Kermit Eaton presented the stone sample, plans, and an explanation of the slate stone that he plans to have carved and placed on his lot. Motion made by Peter and seconded by Art to approve. All in favor.

Lot marker discussions - markers are available at reasonable cost with numbers or not. Motion made to purchase aluminum markers by Wayne and 2<sup>nd</sup> by Art to purchase 60 markers without numbers.

Shed paint color has been corrected and needs to be painted. Art and the Commissioners are in agreement and let Mike know that the painting and the roof need to be completed before winter.

Leaf trailer: The cemetery purchased an older used snowmobile trailer 2 years ago. Plan was to build a box for it and use it to carry leaves in. Jim does not feel that we need it. Tabled discussion for now.

## **Old Business**

Jim picked up the cement column by the road, and repaired the pot hole in the roadway.

Tee shirts have been ordered and delivered.

Mike will take care of getting Hurley's stone resituated in the correct location.

*Ajournment:* Motion made by Peter and seconded by Wayne to adjourn at 7:08 pm. All in favor.

Submitted by Peter Masuzzo