



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, April 13, 2016 was held at the Bristol State Court House, 240 High Street and was called to order by Chairman Charles Cavalconte at 6:08PM. Present were Chairman Charles Cavalconte, Commissioner James Riccio, Commissioner Jacob Begin, Commissioner Susan Church, Recording Secretary Carol Gafford and Superintendent Enzly W. Ramsay Jr. Commissioner Ed Carusi was excused.

A moment of silence was held to remember the purpose and service of the Commission, the dead who rest in our cemeteries, the recent dead of our community and their families.

The Minutes of the Wednesday March 16, 2016 meeting were read. Motion was made by Commissioner Church to approve minutes, seconded by Commissioner Begin and accepted by all.

SUPERINTENDENT'S and MONTHLY MAINTENANCE REPORT

CENSUS AND SALES REPORT (FY 2015-2016)

<u>Number of Burials for Mar 2016</u>		<u>FY2015-2016 TOTALS</u> <u>July 2015-June 2016</u>	
Number of Traditional Burials:	6	Standard Burials:	<u>36</u>
Number of internment of Remains:	0	Cremation Burials:	<u>18</u>
Cremation Garden Burials	0	Cremation Garden Burials:	<u>7</u>
Sales of Traditional Graves	1	Traditional Grave Sales:	<u>14</u>
Immediate Need	1	Cremation Garden Sales:	<u>9</u>
Pre-Need	0	Infant Burial	<u>1</u>
Sales of Cremation Garden	2	Traditional Grave Sales	<u>45</u>
Immediate Need	0		
Pre-Need	2		

FINANCIAL REPORT

~**Review of Current Income and Expenses from Ramsay's, Inc.**- Chairman Cavalconte reviewed the March Sales and Census numbers from Ramsay Inc.

~**Review of Current Revenue and Expense spreadsheet from the Treasurer's Office, Town of Bristol**- **Action:** Ongoing

~**Budget Committee/Endowment Fund Status** - Chairman Cavalconte reviewed the monthly Revenue and Expense Statement for NBG from the Town of Bristol.

Action: Ongoing

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

UPDATES

~**Website**

Status: There was no update at this time. Commissioner Carusi continues to work on the website and Commissioner Begin will update blog with all cemetery events.

Action: Ongoing

~**Road Repair Status**

Chairman Cavalconte informed the Board that the town has cancelled the paving project and there will not be assistance for the road paving/sealing project. Superintendent Ramsay will get pricing on different paving options. The first priority is the back road.

Action: Research/ under consideration

~**NBG Chapel Painting**

Status: **Action:** Chairman Cavalconte noted that work has begun on the Chapel building. Sub-contractors will be used to do the painting and work in the bathroom. Dean at Millard Inc. will work on the windows but the Chairman noted the cost of the window repair has doubled. He noted that the carpet will need to be steam cleaned.

~**BCWA Water Pipe Project**

Status: Chairman Cavalconte continues to work on this issue and will keep the Commission informed.

Action: Ongoing

~**Water Faucet**

Status: Superintendent Ramsay will update the Commission when the hydrant in the far west entrance is replaced.

Action: Ongoing

~**EBG Fence Repair and Funding/DAR Grant Research/ Budget**

Status: Chairman Cavalconte noted that the Town was meeting tonight to decide the budget. He may contact grant writer Dyan Vaughn for information on how to get additional money for fence restoration. He also stated that the library has a grant opportunity and he will look into that.

Action: Ongoing

CAPITAL IMPROVEMENTS

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

Status: The Commission will continue to discuss options for natural burying grounds.

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 continues to work on a tree management program including trimming, restoring existing trees and planning for new trees. New trees should be planted in September or October. Tabled until a future meeting.

Action: Ongoing

~Walking Tours

Status: Commissioner Begin will keep the Commission informed of future walking tours.

Action: Ongoing; Update/information

~Cemetery Signs

Chairman Cavalconte would like members of the Board to send sign ideas to Superintendent Ramsay and he will get estimates of sign prices.

~Grave Restoration and Conservation

Commission Begin and Superintendent Ramsay will work on cleaning stones, teaching others how to do stone restoration and possibly work on creating a network of volunteers interested in grave preservation and restoration. This is a work in progress.

~Sheep at the EBG

This project has been tabled to a future meeting.

ON GOING PROJECTS/ CONVERSATIONS

Creation of Sub-committees. Chairman Cavalconte would like to see sub-committees established for Trees, Cremation Garden and Genealogical and Historical Programs.

Commissioner Begin is all set for Saturday April 16th when he will conduct a workshop, Digitizing the Dead from 10:00AM-1:00PM. Attendees will gather at the chapel building and learn about the history of the cemetery and the art of digitizing a gravestone.

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NEW BUSINESS

**Planning for FY 2016-2017 Budget
Marketing Ads for NBG, and Cremation Garden and Chapel
Tree Management for 2016
Vetting Process for Potential Commissioners**

The next meeting of the North and East Burial Ground Commission will be on Wednesday May 11, 2016 at 6:00PM.

Chairman Cavalconte entertained a motion to adjourn. Motion was made by Commissioner Ricci and seconded by Commissioner Begin. Meeting adjourned at 7:15PM

**Respectfully Submitted and Approved for Record
Wednesday May 11, 2016
Carol Gafford, Recording Secretary.**