



The Commissioners of the Cemeteries

The North and East Burial Grounds Commission

The Town of Bristol, Rhode Island

10 Court Street ~ PO Box 407

Bristol, Rhode Island 02809

Ph 401-253-6426 ~ Fax 401-253-5885

The meeting of Wednesday, June 8, 2016 was held at the Bristol State Court House, 240 High Street and was called to order by Chairman Charles Cavalconte at 6:05PM. Present were Chairman Charles Cavalconte, Commissioner James Riccio, Commissioner Susan Church, Recording Secretary Carol Gafford and Superintendent Enzly W. Ramsay Jr. Commissioner Ed Carusi and Commissioner Jacob Begin were excused.

The pledge of allegiance was recited and 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 May, 2016 meeting were tabled.

SUPERINTENDENT'S and MONTHLY MAINTENANCE REPORT

CENSUS AND SALES REPORT (FY 2015-2016)

<u>Number of Burials for May 2016</u>		<u>FY2015-2016 TOTALS</u> <u>July 2015-June 2016</u>	
Number of Traditional Burials:	1	Standard Burials:	<u>38</u>
Number of internment of Remains:	1	Cremation Burials:	<u>20</u>
Cremation Garden Burials	1	Cremation Garden Burials:	<u>8</u>
Sales of Traditional Graves	0	Traditional Grave Sales:	<u>15</u>
Immediate Need	0	Cremation Garden Sales:	<u>7</u>
Pre-Need	0	Cremation Garden Grave Sales	<u>17</u>
Sales of Cremation Garden	1	Infant Burial	<u>1</u>
Immediate Need	1	Traditional Grave Sales	<u>47</u>
Pre-Need	0		

FINANCIAL REPORT

~Review of Current Income and Expenses from Ramsay's, Inc. - Chairman

Cavalconte reviewed the May Sales and Census numbers from Ramsay Inc. Discussion was held on raising fees and charging one price for openings. Superintendent Ramsay will do a market study and provide information to the Commission on when fees were last raised and what would be a fair and equitable increase for foundation markers, internments and openings.

~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.

~ **Planning for FY 2016-2017 Budget** - The Commission continues to review the FY 2016-2017 Budget and will add Marketing as a new category. \$2000 will be allotted. The Commission discussed placing an ad in the local senior center newspaper for the North Burial Ground, Cremation Garden and Chapel. It will cost \$740.00.

Action: Ongoing

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

UPDATES

~**Website**

Status: There was no update at this time.

Action: Ongoing

~**Road Repair Status**

Chairman Cavalconte informed the Board that a bid package has been put together for the town that will include the cemetery roads that are in bad shape. This will be a Capital project that will cost an estimated \$55,000. Commissioner Church made a motion to allocate \$55,000 to repave the road, seconded by Commissioner Riccio and approved by all.

Action: Research/ under consideration

~**NBG Chapel Painting/Restoration**

Status: **Action:** Chairman Cavalconte would like the Commission to take over the project management of the Chapel restoration work. He would like this completed by October 2016.

~**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 informed the Board that they have not received official notification of the amount of the EBG budget awarded by the town. He would like to have the RWU College Students clean the stones in North Burial Ground for their Service Day project.

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. 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

The Commission continues to research signage options. They would like 2 signs for the chapel, 1 for the Cremation Garden and 1 for East Burial Ground...

~Grave Restoration and Conservation

Commission Begin and Superintendent Ramsay will work on getting RWU students to clean stones for their Service Day Project. They continue to investigate 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.



NEW BUSINESS
Organic Burial Pods
Spreading Garden
Memorial Day Outdoor Flags

The next meeting of the North and East Burial Ground Commission will be on Wednesday July 13, 2016 at 6:00PM.

Chairman Cavalconte entertained a motion to adjourn. Motion was made by Commissioner Church and seconded by Commissioner Ricci. Meeting adjourned at 7:18PM

Respectfully Submitted and Approved for Record
Wednesday July 13, 2016
Carol Gafford, Recording Secretary.