



Cemetery Commission Meeting Agenda

July 15, 2021, 4:30 PM

MEETING CONDUCTED VIA ZOOM AND
IN PERSON AT 645 PINE ST (ROOM 102)

When: Jul 15, 2021 04:30 PM Eastern Time (US and Canada)

Topic: Cemetery Commission

Please click the link below to join the webinar:

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- I. Approval of Agenda
- II. Approval of Minutes from 6/17/2021 Meeting
- III. Public Forum
- IV. Lakeview Office Repair
- V. Greenmount Mowing – continuing issues
- VI. Staff/Director Items
- VII. Commissioner Items
- VIII. Adjournment



Cemetery Commission Meeting Minutes

Meeting Date: Thursday, July 15, 2021, 4:30 pm

Commissioners Present: Nancy Kirby, Alexandra Millar

Commissioners Absent: Rita Church, Jennifer Diaz, Mary Wesley

Staff Present: Cindi Wight – BPRW Director, Kim Bleakley – Assistant Project Coordinator DPW, Holli Bushnell – Cemetery Staff

Public Present: Misty Kaplan, architect

Meeting was called to order at 4:38pm by Alexandra Millar

I. Approval of the Agenda

As there was no quorum present the agenda could not be approved.

II. Approval of Minutes from 6/17/2021

As there was no quorum present the minutes could not be approved.

III. Public Forum

No members of the public wished to speak at this time.

IV. Lakeview Office Repair

BPRW Director Cindi Wight shared the conceptual drawings for the Lakeview office building repair that were generated by Jay White (the architect who previously worked with BPRW on the stone cottage at 311 North Ave). In addition to exterior changes that would restore the building to its original state, White also provided conceptual drawings of new office, conference, bathroom, and kitchenette spaces on the first floor of the building as well as a potential one-bedroom apartment on the second floor. At present there are funds available for the exterior work, and Wight indicated that Kim Bleakley will be involved in determining what will be involved in this phase of work.

Major changes to the parking area were shown in the drawings which led to some discussion of the need for the city to provide a parking space if the upstairs tenant. Misty Kaplan offered to look over the plans and provide her expertise concerning ADA requirements. Changes to the porch were of some concern to both Millar and Holli Bushnell, who suggested that adding a delivery box would be helpful if the porch was going to return to an open space. Bushnell also expressed concern that the removal of the dirt road could be potentially problematic for grounds staff, monument dealers, and funeral homes as it provides access to the shop area of the property without requiring a turn around.

Generally speaking, the group was happy with the design White generated, though there was some concern over the amount of proposed parking and the apartment concept. As the first proposed phase will focus on the exterior there is time to decide on what the interior changes should be.

V. Greenmount Mowing – continued issues



Nancy Kirby reported that she has received multiple complaints from neighbors and visitors concerning the lack of mowing at Greenmount Cemetery. They come to her both as a neighbor to the cemetery and in her capacity as a commissioner. Wight reported that Parks Maintenance and Operations Superintendent Deryk Roach and his team are now on track to begin mowing those spaces. Additionally, Millar has been working on a natural area/low mow plan to bring before the commission for their approval. She's been working with Assistant Cemetery Superintended Jeff Shed and Grounds Staffer Steve Bachand on a plan for Lakeview as well. There will be signage explaining what's happening in low mow and no mow areas.

Millar expressed her desire to visit Greenmount with Kirby's assistance to get an idea of what the different areas are. The current mowing plan involves mowing around Memorial Day and then allowing the areas to go to seed. Kirby indicated that she's on board with the mowing plans, but feels she receives more pressure about the mowing due to both her proximity to the cemetery and the fact that she's assisted with mowing in the past. Wight assured the group that once the mowing plan has been approved there will be signage placed which should help. Mowing will be taking place until the plan is approved.

VI. Staff/Director Items

There were no staff or director items at this time.

VII. Commissioner Items

There were no commissioner items at this time.

VIII. Adjournment

Millar moved to adjourn the meeting, Kirby seconded. The meeting was adjourned at 5:48pm