

MINUTES FORM

DRAFT COPY

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MINUTES OF: \_\_\_\_\_ Meeting of Cemetery Commission \_\_\_\_\_

Meeting posted: \_\_\_X\_\_\_yes \_\_\_\_\_no

Date: \_\_\_January 10, 2007\_\_\_ Time: \_\_\_2:00 p.m.\_\_\_\_ Place: \_\_\_\_\_Kennedy Service Building\_\_\_\_\_

Members present: \_\_\_C. Smith, B. Conant, L. Gerhardt \_\_\_\_\_

also present: \_\_\_T. Tidman, S. O'Malley, N. Howell \_\_\_\_\_

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1. Meeting called to order at 2:05 p.m.

2. Updates

Commissioners reviewed and accepted their entry for the 2006 Annual Town Report, the List of Veterans buried in 2006, and the list of non-resident burials in 2006 (to be sent to the Town Clerk's Office)

Discussed and accepted memo to John Murray as ammended

4. New Business

Discussed having a meeting with Tom Tidman, the Cemetery Commissioners, Steve Barrett and John Murray re: Trust Fund earnings

5. Next meeting – Wed., Feb. 10th at 2:00 p.m.

6. Meeting adjourned at 3:05 p.m.

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MINUTES OF: \_\_\_\_\_ Meeting of Cemetery Commission \_\_\_\_\_

Meeting posted: ☒ yes ☐ no

Date: \_\_\_\_\_ February 21, 2007 \_\_\_\_\_ Time: \_\_\_\_\_ 2:00 p.m. \_\_\_\_\_ Place: \_\_\_\_\_ Kennedy Service Building \_\_\_\_\_

Members present: \_\_\_\_\_ C. Smith, B. Conant, L. Gerhardt \_\_\_\_\_

also present: \_\_\_\_\_ T. Tidman, N. Howell \_\_\_\_\_

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1. Meeting called to order at 2:00 p.m.

2. Updates

Commissioners reviewed trust fund expenditures and, in an effort to keep expenditures in line with earnings, with a vote of 2 for and 1 abstaining, they reduced the contribution to offset cemetery salaries from \$69,435. to \$52,000.

Capital Improvement items on the Warrant at this time include ( this is a preliminary listing):

Cemetery Improvements – Roadways

A three-year plan @ \$50,000./yr. Each year, the Selectmen will fund half if the Commissioners Fund half from trust funds

Dump truck from 05 Warrant, which is desperately needed, but the half from trust funds can't be Funded at this time

Cemetery Building @ \$200,000. – 40' x 60' storage building

4. New Business

Commissioners approved Mr. Karkantis' generous request to replace shrubs in the garden abutting his lots with a type approved by the commissioners.

They did not approve his equally generous offer to arrange for the care of the turf in that corner of section 14 for the following reasons:

We could be duplicating product use, or might even be using products that are not compatible.

In fairness to the other lot owners in the section, who have paid Perpetual Care, we can not have one corner of the section contrast dramatically with the rest of the section.

5. Next meeting – Wed., March 28<sup>th</sup> at 2:00 p.m.

6. Meeting adjourned at 3:20 p.m.

Please send a copy after each meeting to Town Hall

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MINUTES OF: \_\_\_\_\_ Meeting of Cemetery Commission \_\_\_\_\_

Meeting posted: ☒ X yes \_\_\_\_\_ no

Date: \_\_\_\_\_ March 28, 2007 \_\_\_\_\_ Time: \_\_\_\_\_ 2:00 p.m. \_\_\_\_\_ Place: \_\_\_\_\_ Kennedy Service Building \_\_\_\_\_

Members present: \_\_\_\_\_ C. Smith, B. Conant, L. Gerhardt \_\_\_\_\_

also present: \_\_\_\_\_ T. Tidman, S. O'Malley, N. Howell \_\_\_\_\_

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1. Meeting called to order at 2:00 p.m.

2. New Business

Brewster Conant, the only Commissioner available for the March 26<sup>th</sup> Oversight Meeting with the B.O.S., discussed the topics brought up that night.

The Commission, as well as Tom T., Nancy H., and Shawn O., are gathering backup information in an effort to answer any remaining questions the B.O.S. might have.

The Commission approved the expenditure of \$1,350. from the accrued interest in the Robbins & Ames Fund to remove 5 trees in Woodlawn Cemetery that were pointed out by Dean Charter as Being dangerous and in need of immediate removal.

The Commissioners voted to allow Shawn to purchase fertilizer, grub and weed control, etc., in the amount of \$2,576. (equal to last year's expenditure for this item).

Shawn is gathering information about alternative cemetery plantings that the deer might find less delectable.

3. Next meeting – Wed., April 11<sup>th</sup> at 2:00 p.m.

4. Meeting adjourned at 3:30 p.m.

# MINUTES FORM

(Please send a copy after each meeting to Town Clerk)

MINUTES OF: Meeting of Cemetery Commissioners

Meeting posted: ☒ yes ☐ no

Date: May 9, 2007 Time: 2:00 p.m. Place: Kennedy Service Building

Members present: B. Conant, L. Gerhardt

Also present: T. Tidman, S. O'Malley, N. Howell and Bruce Metzger

RECEIVED & FILED

AUG 23 2007

TOWN CLERK  
ACTION

1. Meeting called to order at 2:05 p.m.
2. New Business
  - A. Mr. Metzger spoke re: Mount Hope cemetery:
    - Moms with kids and bikes.
    - Exercise area for dogs.
    - Offered to assist in any way he can to pass a law to keep dogs out of cemeteries.Commissioners requested further information on other cemeteries to see what they do with respect to these matters.
  - B. Funds – voted yes across all accounts as shown in worksheet. Send Karen figures as shown in FY08? 2<sup>nd</sup> column of figures.  
Mass C T Treasurers Manual.
  - C. Manpower shortage – down Mike's services.  
Bereavement leave.  
Hand surgery – out 2-3 months.
3.
  - A. Bought lot back, 4/24/2007 warrant.
  - B. Fertilizer, broadleaf & pre-emergent treatment all in one.
  - C. Rose of Sharon smaller basket.
  - D. Truck 6 – will not pass emissions inspection this year.
4. Minutes accepted as presented.
5. Next meeting – Wed., June 13th at 2:00 p.m.
6. Meeting adjourned at 3:55 p.m.

MINUTES FORM



MINUTES OF: Meeting of Cemetery Commissioners

MEETING POSTED YES

DATE: 11/14/2007 TIME: 2:00PM PLACE: Kennedy Service Building

MEMBERS PRESENT: Charlie Smith, Brewster Conant, Les Gerhardt

Also Present: T. Tidman, S. O'Malley, A. Overstreet, and visitor Charlene Rose

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1. Meeting called to order at 2:10pm

2. New Business:

- a. Request for non-conforming monument: Nancy Miller wants to place a monument with a 48" base on a 42" foundation: motion to accept, and unanimously passed.
- b. Re-purchase lots: Jaroslaw Sec.7 lot 177 Mt.Hope  
Flynn Sec 8 lot 172 Woodlawn  
Motion to accept - Motion passed
- c. Approve funding for 13 wreaths from Rose of Sharon \$221.00 Motion to accept - passed
- d.. Discuss increase in grave spaces.  
Mr. Conant handed out research handouts stating that we are so far behind that we should double the fees now and consider an increase of approx 3% every few years (to be determined). No vote taken.
- e. Discussion relating to update of cemetery regulations.  
Shawn O'Malley suggest that we add to the regulations that after the initial planting of a tree, shrub or garden that it's upkeep will become the responsibility of the lot owner.  
All seemed to agree, discussion will continue at next scheduled meeting.

3. CITIZEN CONERNS

1. Charlene Rose wants to inquire about our plans for the potential pandemic.

Mrs. Rose expressed her concerns over the Town's Pandemic plans which she feels are inadequate.

Mr. Conant expressed his thanks and said we will consider a specific plan for the Cemetery Dept.

Meeting adjourned at 2:58pm

Next Meeting scheduled for December 12, 2007

MINUTES OF : Meeting of the Cemetery Commissioners

MEETING POSTED: YES

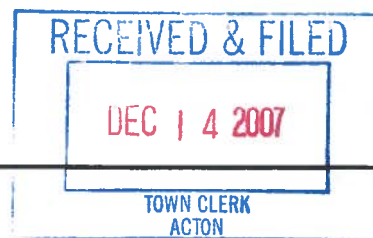
DATE: 12/12/07

TIME: 2:00pm

PLACE: Kennedy Service Bldg

MEMBERS PRESENT: Brewster Conant, Les Gerhardt, Charlie Smith

ALSO PRESENT: Shawn O'Malley, Allura Overstreet



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MEETING CALLED TO ORDER AT: 2:05 pm

NEW BUSINESS:

Grave space rate increase as outlined in letter to the Board of Selectmen – motion to accept made and seconded. Motion passes.

Motion to accept the Minutes as typed from the 11/14/07 meeting – Motion made, seconded, passed.

Town Manager has requested that we accept only payments in full for the purchase of grave spaces. No more partial payments. Board so advised and will consider adding this to the Rules & Regulations in a future revision.

Board advised that Raymond Flynn no longer wished to sell his lot back to the Town, he will retain ownership. S. 8 L. 172 Woodlawn

Les Gerhardt inquires about the precautions that we have in place to deal with any pandemic flu problems that may come out way. Allura Overstreet suggests that we look into personal protective clothing and the associated costs and shelf life as well as the possible purchase of additional supply of body bags to keep on hand.

Les Gerhardt would like more strict control over dogs in the cemetery. Shawn O'Malley suggested that we post larger signs in more locations to attempt to solve the problem.

Charlie Smith has submitted and signed his resignation letter effective 1/1/2008. We are all very grateful to him for his years of dedicated service.

CITIZEN CONCERNS: NONE

Meeting adjourned at: 2:45PM

Next meeting scheduled for: January 9, 2008

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Brewster Conant

Les Gerhardt

Charlie Smith

December 12, 2007

Nancy Whitcomb, Chair  
Volunteer Coordinating Committee  
Town of Acton, MA

Dear Ms. Whitcomb,

It has been my pleasure serving on the Board of Cemetery Commissioners; however, I find that I can not serve another term. I wish to make this resignation effective January 1, 2008.

Sincerely,

A handwritten signature in cursive script that reads "Charles H. Smith". The signature is written in dark ink and is positioned above the printed name.

Charles H. Smith

NEW CEMETERY GRAVE PRICES  
ACTON  
EFFECTIVE DATE: January 1, 2008

December 11, 2007

The Cemetery Commissioners have been reviewing the price of Cemetery lots, having previously increased fees. Three approaches have been taken:

1. What would it cost per grave on the basis of buying land at current prices, gravesite marking, and landscaping?
2. What would the price be if adjusted for inflation from the 1993 price?
3. How do we compare with other cemeteries in the area?

The first approach, using current land prices and development costs produces a price of about \$200.00 per grave.

Choosing a rate of inflation of about 4% averaged over past years yields about double the 1993 price

Thirdly, compared with other current rates figures range from a low of \$500-600.00 for towns like Sudbury, Wayland and Westford, to a high of \$1140-1400.00 for the towns of Lexington and Concord respectively.

We have chosen to double the price of lots as show below with the exception of baby graves which would remain the same. We also continue to make grave spaces available to non-residents, an option not available in several surrounding cemeteries.

Single Grave (resident)	\$1000
(non resident)	\$1200
2 Grave (resident)	\$2000
(non resident)	\$2400
3 Grave (resident)	\$3000
(non resident)	\$3600
4 Grave (resident)	\$4000
(non resident)	\$4800
Infant Grave (resident)	\$150
(non resident)	\$150
Cremation (resident)	\$450
(non resident)	\$450
Recording fee	\$10

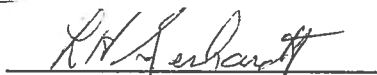


We welcome questions or suggestions and should pick a date when the above schedule goes into effect.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Brewster Conant", written over a horizontal line.

Brewster Conant

A handwritten signature in cursive script, appearing to read "Les Gerhardt", written over a horizontal line.

Les Gerhardt

A handwritten signature in cursive script, appearing to read "Charles H. Smith", written over a horizontal line.

Charles Smith

# MUNICIPAL CEMETERY FEES /CHARGES COMPARISON

	Sudbury	Action 7/1/1993	Bedford	Concord 7/1/2006	Lexington 7/1/2005	Wakefield 5/8/2006	Wayland 7/1/2006	Westford 11/15/2000	Weston	Winchester 3/1/2001	
										monument maker	mixed
Single Grave	Price	137.50	80.00	100.00	160.00	800.00	800.00	885.00	985.00	513.00	500.00
	Perp.Care	412.50	320.00	400.00	240.00	600.00	600.00	600.00	600.00	627.00	300.00
	Total	550.00	400.00	500.00	400.00	1,200.00	1,200.00	1,370.00	1,200.00	1,140.00	600.00
Two Graves	Price										
	Perp.Care										
	Total										
Three Graves	Price	275.00	200.00	320.00	1,204.00	1,200.00	1,370.00	1,280.00	1,008.00	1,008.00	250.00
	Perp.Care	825.00	800.00	480.00	1,598.00	1,200.00	1,370.00	1,540.00	592.00	592.00	900.00
	Total	1,100.00	1,000.00	800.00	2,800.00	2,400.00	2,740.00	2,800.00	1,600.00	1,600.00	1,150.00
Four Graves	Price										
	Perp.Care										
	Total										
Infant Grave	Price	550.00	400.00	840.00	3,182.00	2,400.00	2,740.00	2,052.00	2,018.00	450.00	800.00
	Perp.Care	1,850.00	1,800.00	980.00	2,400.00	2,400.00	2,740.00	2,808.00	1,184.00	1,800.00	1,200.00
	Total	2,200.00	2,000.00	1,800.00	5,580.00	4,800.00	5,480.00	4,860.00	3,200.00	2,250.00	2,000.00
Still Born	Price										
	Perp.Care										
	Total										
Cremation	Price	62.50	45.00	400.00	300.00	450.00	450.00	750.00	750.00	1,050.00	3,300.00
	Perp.Care	187.00	180.00	450.00	450.00	750.00	750.00	1,050.00	1,050.00	1,050.00	3,300.00
	Total	250.50	225.00	850.00	750.00	1,200.00	1,200.00	1,800.00	1,800.00	2,100.00	6,600.00
Recording Fee	Price										
	Perp.Care										
	Total										