



Cemetery Commission Minutes

MEETING POSTED: YES

DATE: 8/15/2024, TIME: 2:00 pm

PLACE: Kennedy Building

MEMBERS PRESENT: Joe Will, Bill Klauer

ALSO PRESENT: Alissa Nicol, Corey York, Shawn O'Malley

1. Opening

Chair Bill Klauer opened the meeting at 2 pm.

2. Regular Business

1. Minutes from 6/12/2024: Motion made, seconded, and voted 2-0 to approve the Minutes as presented.
2. Superintendent updates: None. It's been "business as usual".

3. New/Special Business

3. Public concerns: None

4. Status of admin replacement: There were 5 candidates with 3 called back and Sophia Schlegelmilch was approved. She will be notified by Monday, hopefully. She will be part-time, and a schedule needs to be worked out.

5. Robbins monument cleaning request per Mark Robbins: Shawn provided background information based on an email from Mark; also a draft contract with Acton Monument Company, Inc., per Item 9 below. Motion made, seconded, and voted 2-0 to approve the contract agreement.

6. Woodlawn Chapel Renovation: Shawn has yet to hear from the State on a grant proposal submitted after the Commission's June meeting. The vendor submitted a landscape plan yesterday.

Woodlawn gates: Have to update quotes and work on the work order. It should be ready in this coming month.

7. Master Plan (MP) discussion: Corey will be updating the current MP (1978) re its scope, current Rules and Regulations, events, restrictions, etc.

8. Discussion to limit lot sales to Acton residents due to limited quantity of lots and policies: The Commission is in favor of this but needs such a regulation well thought out and likely reviewed by Counsel. Joe will draft something to be reviewed by Shawn and placed on the September meeting agenda.

Other items of note:

- Shawn suggests that we might want to add single grave spaces at Mt. Hope and more cremation space at both Mt. Hope and Woodlawn.
- Corey is working on a survey for extension of the Woodlawn design. Hopefully he will have more information in the Fall.



- At Morrison Farm, Corey will research the private well that the Town is supposed to protect right behind the farmhouse.

4. Consent Items

9. To spend \$1620 out of appropriate Robbins trust fund to clean one large monument, 10 upright monuments and 2 flush markers per Mark Robbins request: It was moved, seconded, and voted 2-0 to approve the expenditure, noting that Mark Robbins' draft cleaning contract with Acton Monument Company, Inc., is for "all" upright markers (there are more than 10).

5. Additional Regular Business

10. Next month's agenda: See Item 8 above.

Next meeting will be September 11 at 2 p.m.

Adjournment

At 2:51 pm, it was moved, seconded, and voted 2-0 to adjourn the meeting.

Documents and Exhibits Used During this Meeting

- Meeting minutes from 6/12/2024.
- Mark Robbins' 05-17-24 (2 pp printed) email note requesting cleaning of the monument and markers in the Robbins family plot, and adjustments to be made to the markers.
- Copy of Mark Robbins' 07-02-24 draft of contract with Acton Monument Company, Inc., for the cleaning of "all granite" on the Robbins' Woodlawn Cemetery lot.