



Cemetery Commission Minutes

MEETING POSTED: YES

DATE: Wednesday, Jun 11, 2025, TIME: 2:00 pm

PLACE: Kennedy Building, 104 Concord Rd.

MEMBERS PRESENT: Bill Klauer, Joe Will, Dana Snyder-Grant

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

I. Opening

1. Chair Bill Klauer called the meeting to order at 2:00 pm.

II. Regular Business

2. Review of meeting minutes from 4/10/2025. It was moved, seconded and voted 2-0 to accept the minutes as written.

III. New/Special Business

3. Public concerns: None
4. Chapel renovations are proceeding on schedule and are expected to be complete by contract due dates. Currently, the new railings are being fabricated and granite samples are being evaluated to find the most accurate match to the original construction.
5. The preliminary design for the planned new section of Woodlawn Cemetery has been completed and the relevant permits have been obtained. A scope of work document is being drafted and cost estimates will be solicited soon.
6. Sophia presented the Town Budget Manager's evaluation of the cost of the administrative time/labor required by private cremation interments where the family foregoes working with a funeral home and one or more members of the cemetery staff act as the funeral director. She recommends a fee of at least \$175 to cover these administrative costs in addition to the existing grave opening/closing fees. Joe Will moved that a \$200 Administrative Fee be added to cremation interments where no outside funeral director is present. Seconded by Bill Klauer. Motion passed 3-0 by roll call.

IV. Other Items of Note

7. Memorial Day preparations and events went well this year. The Cemetery Division thanks the Boy Scouts for their annual assistance planting our veterans' Memorial Day flowers.

V. Additional Regular Business

8. Next month's agenda:
 - a. Election of Officers

VI. Adjournment

9. At 2:47 pm, it was moved, seconded, and voted 3-0 to adjourn the meeting.

DOCUMENTS AND EXHIBITS USED DURING THIS MEETING

- Photos of Chapel construction progress by Corey York
- Memo from Town Budget Manager Eleanor Anderson regarding cemetery administrative costs