

MINUTES FORM
Please send a copy after each meeting to Town Hall

MINUTES OF _____ Meeting of Cemetery Commissioners _____

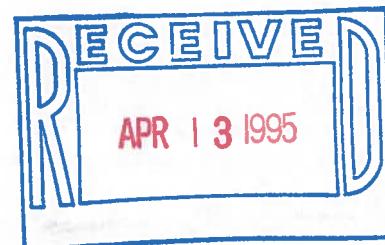
Meeting posted: x yes, _____ no

Date: March 22, 1995 Time: 7:30p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: **W. E. C. George, B. Conant, E. Bailey**

also present: **T. Tidman, D. Lee, N. Howell**

1. Meeting began at 7:30p.m.
2. Minutes of the February 22nd meeting were unanimously accepted as tendered
3. Volunteer Coordinating Committee Membership Report was reviewed and corrections and updated information was noted
4. Mount Hope Cemetery
Commissioners were informed of a complaint made by a man who had to interrupt his prayers at a gravesite to speak to a group of four women about the excessive noise they were making while "power walking"
Commissioners discussed writing a brief article about behavior in the cemeteries, to be included in the "quarterly" that will accompany the next tax bill
5. Nancy distributed copies of the State Ethics Commission publication
6. Tom briefly reviewed the meeting this morning with John Murray re: cemetery rates
Fees for services should cover the full cost of performing the service, including pay rates, employee benefits, equipment used, and a portion of the building and its utilities
The Selectmen are pleased with the appearance of the cemeteries and don't want the quality of care to go down
Nancy is still working on preliminary figures needed to review the rates
7. Deeds were signed
8. Next Meeting - Wednesday, April 12
9. Meeting adjourned at 8:30 p.m.



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MINUTES OF _____ Meeting of Cemetery Commissioners _____

Meeting posted: x yes, _____ no

Date: April 12, 1995 Time: 7:30p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: W. E. C. George, B. Conant, E. Bailey
also present: T. Tidman, D. Lee, N. Howell

1. Meeting began at 7:35p.m.
2. Minutes of the March 22nd meeting were unanimously accepted as amended
3. Briefly reviewed the 1995 Warrant Articles re: Cemeteries and the corresponding vote
 - Art. 12D Cemetery Department Fuel Tank Replacement - \$6,000.00 - passed
 - Art. 31 Cemetery Land Fund Transfer - \$15,000.00 - passed on the Consent Calendar
 - Art. 32 Repurchase Cemetery Lot - \$180.00/Land Fund; \$720.00/New Per-Care Fund - passed on the Consent Calendar
 - Art. 13C 1 One-Ton Dump Truck - \$14,000.00 (50% of the total purchase will come from Cemetery Trust Funds) - passed on the Consent Calendar
 - At their Oct. 12, 1994 meeting, the Commissioners voted to expend up to \$14,000.00 from the New Perpetual Care Fund for 1/2 of the cost of a new 1-ton dump truck, to be expended over a 2-year lease purchase plan (up to \$7,000.00 per year for two years)
 - Because the words "lease purchase" were not used in the Article as presented at Town Meeting, the truck can not be purchased this way
 - Discussion of the options available followed
 - The motion was made: To expend our half (up to \$14,000.00) of the purchase price of the new truck over the two years fy1995 and fy 1996 (without depleting the annual earned interest of any one fund) subject to the Town Treasurer's approval - the motion was seconded and passed by unanimous vote
4. Rates Review
 - Using worksheets showing the full cost of services performed, the Commissioners began the review process
 - This review will continue at next month's meeting
5. A request was made to move the meeting starting time from 7:30 to 7:00. All present unanimously agreed to this new starting time. Nancy will notify the Town Clerk of this change
6. Next Meeting - Wednesday, May 10
7. Meeting adjourned at 9:15 p.m.

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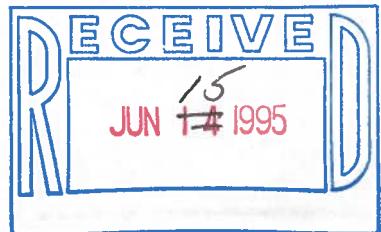
MINUTES OF _____ Meeting of Cemetery Commissioners _____

Meeting posted: x yes, _____ no

Date: May 10, 1995 Time: 7:00p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: W. E. C. George, B. Conant, E. Bailey
also present: D. Lee, N. Howell

1. Meeting was called to order at 7:00p.m.
2. Minutes of the April 12th meeting were unanimously accepted as amended
3. Section 14 Update
Section 14 has been hydroseeded
Three different days, we had to water the seeded area
Dave assures us that the area will be green for Memorial Day
There will be a bill coming in from the contractor who graded the roadway
4. Three ditches were hot-topped
 - A. At Woodlawn Cemetery - ditch made to extend water supply to Section 14 - paid from Article 14
 - B. At Mount Hope Cemetery - ditch made to repair break in water line - paid from Jenks Fund
 - C. Woodlawn Memorial Chapel - ditch made to extend new electrical service - paid from Chapel Fund
5. Update on Crew
Jim hurt his back in April and has been unable to resume his duties
Skip started work this Monday
Of the nine applications we received from our newspaper ad for Seasonal Workers: two got higher paying jobs, one can't be reached because his phone has been disconnected, one can't do the work at this time because of an injury. The earliest we can get our two seasonal workers is May 22 and June 5.
Dave commented that the progress made during the past 3-4 weeks was only possible because of the excellent cooperation and effort on the part of Steve Gray
6. Cemetery Weedwackers
We have been operating with 4 weedwackers - the two that are about 15 yrs. old are no longer repairable. One has to go in the shop for repairs after every twenty minutes of use. The fourth is the only one that is now working.
Because weedwackers are such essential pieces of equipment during the growing season, Dave has requested permission to purchase two commercial-grade machines from cemetery trust funds at a cost of no more than \$370.00 each.
It was moved and seconded that Dave check prices and purchase two new commercial-grade weedwackers from accrued interest in the New Perpetual Care Fund
7. The matter of the starting time for the Commissioners meetings came up again. After a brief discussion, it was decided to wait until next month so the Commissioners could hear Tom Tidman's input
8. Nancy reported a call she received re: an unusual monument request. The caller will get back to the Commissioners when he has all the information they will need to make a decision



9. Dave reported on a demonstration he attended at Hardy Vault Co.
National standards presently require that the container for a burial support the weight of the earth above it
He heard from others present that they have had two-piece covers collapse from the weight of the equipment used to make an opening
After discussion of the safety and liability factors that could be involved, it was moved and seconded that as of this meeting, one-piece covers only will be allowed on the containers for burials in the Acton cemeteries. Dave and Nancy are directed to notify funeral directors as they call
10. Rates Review
The Commissioners continued the review of our rates to assure that they are sufficient to cover the cost of the various services we perform .
After careful study and discussion the rates were set as per the attached schedule
It was moved and seconded to forward the new rate schedule and a cover sheet to the Town Manager's office for presentation to the Selectmen for their approval. These rates will go into effect July 1, 1995, or when approval is received from the Board of Selectmen
11. Next Meeting - Wednesday, June 14
12. Meeting adjourned at 9:15 p.m.

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Meeting posted: x yes, _____ no

Date: June 14, 1995 Time: 7:00p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: W. E. C. George, B. Conant, E. Bailey
also present: T. Tidman, D. Lee, N. Howell

1. Meeting was called to order at 7:05p.m.
2. Minutes of the May 10th meeting were unanimously accepted as presented
3. Tom Tidman informed the commissioners that Norm Lake is at home and very ill. Visitors are welcome, but are asked to call first.
4. Updates

Section 14

As predicted by Dave, the hydroseeded area was green for Memorial Day. When the rain stops and the rest of the cemeteries have been mowed, it will be mowed for the first time

The final coat of hot-top has been applied to the roadway around this section

After July 1, Dave will order the aluminum pins. When they arrive, Stamski & McNary can locate the key pins, and the lots will be laid out. Dave anticipates that by the end of August, we can sell lots in this section.

In the fall, the shrubs will be ordered and planted

Crew

Jim Audette is still out with a herniated disc. Workman's Comp. wants him to come back for limited duty. Since we are so shorthanded, this will be very demoralizing for the rest of the crew. We prefer him to come back when he can resume his normal duties.

On June 6, Steve Gray had surgery for carpal tunnel syndrome. He will be out for three - four weeks. This week Dave's crew has consisted of Skip Jenks and Justin Geneau

Weedwackers

After checking prices, Dave purchased two weedwackers. They were used extensively for Memorial Day preparation.

Dump Truck

There was some question as to whether the deposit could be paid from fy95 funds. Nancy received word today that this payment will be included in the next Warrant.

The truck was brought to Acton this afternoon and will be at the Highway Dept. for finish work (radio, etc.)

Rates

Tom will ask John Murray if they appear to be acceptable and when they might come before the Selectmen for their approval



5. New Business

Signs

For safety reasons, the rules and regulations state that no artificial flowers are allowed from April 1 through November 1.

We do allow artificial winter arrangements

Sometime after April 1, the crew picks up all artificial arrangements and places them at specified locations in Woodlawn and Mount Hope so that lot owners can retrieve them if they would like to.

This year Dave even labeled each arrangement with the name of the lot from which it came.

In several cases, someone else had removed them from the pick-up site. In some cases, they were removed from the lot by persons unknown.

Nancy has received so many calls from lot owners re: expensive arrangements that were missing, she is requesting that signs be posted.

Three signs will be needed. One at the entrance of Woodlawn and one for each entrance at Mount Hope

The Commissioners voted unanimously to reinstate the signs and asked Dave to check prices for signs that state "No Artificial Flowers Allowed Apr. 1 thru Nov. 30"

Meeting Time

The recent decision to begin the meetings at 7:00 was briefly discussed. No further changes in starting time will be made at this time.

Cremation Lots

When the new rates were set, we overlooked the fact that in Section 14 we offer cremation lots for the first time

After some discussion, the price of \$225.00 was set for both residents and non-residents.

The vote was unanimous.

6. Next Meeting - Wednesday, July 12 at 7:00p.m.

7. Meeting adjourned at 7:55 p.m.

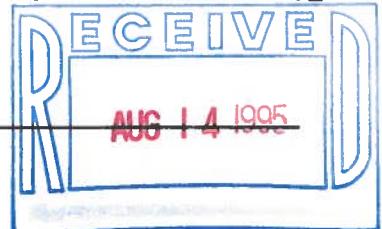
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Date: July 12, 1995 Time: 2:30p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: W. E. C. George, B. Conant, E. Bailey
also present: T. Tidman, N. Howell, A. Warner



1. Meeting was called to order at 2:35p.m.
2. Minutes of the June 12th meeting were unanimously accepted as corrected
3. Updates

Acton/Boxboro Youth Soccer

Alan Warner, representing Acton/Boxboro Youth Soccer, came to the meeting to report that the field was doing very well

Alan discussed the mowing of the field. He wondered if it would be possible for Municipal Properties to mow it on Monday, and the cemetery crew mow it at the end of the week, or the cemeteries take over the mowing of the field. After some discussion, it was decided to table the question until D. Lee got back from vacation.

There was some discussion re: wording of a 3' X 4' sign that Youth Soccer wants to post at the sprinkler control box, to remain there until such time as the field was needed for burials

Alan asked if Youth Soccer could name the field "Diskin Field" until such time as it is needed for burial space. After further discussion, the Commissioners felt that honoring Ms. Diskin on the sign rather than renaming the field would be more appropriate. They are concerned that the general public is overlooking the fact that the use of the field for soccer purposes was a temporary measure to allow the Town time to acquire more recreational land, and that the appreciation once felt will turn to resentment when the cemetery develops in that direction.

Alan agreed to rework the wording and send the revised copy to the Commissioners, with a letter to be forwarded to the Board of Selectmen if the new wording meets with their approval

Alan received permission from the Commissioners to use dirt from the loam pile to fill several holes in the field, which he will then seed

At this point, Mr. Warner thanked us and left

Section 14

Nancy reported that Tom Berube had come in with the lowest price for the aluminum pins needed to complete the engineering work on Section 14, and that the order would be placed with him.

Crew

Dave Lee is on a two-week vacation in Sweden. The Commissioners read the card the department received today

Jim Audette has returned to work, reporting to the Dept. of Municipal Properties. He was in charge of the cemetery crew for the first week of Dave's vacation

Steve Gray returned to work this week and is in charge until Dave returns July 18

Seasonal Laborer, Justin Geneau, was in a motorcycle accident last Friday and hopes to return to work July 17

New Dump Truck

Nancy heard today that as soon as Dave gets back and registers the truck, it will be available for our use

The radio from Truck 8 has been installed in the new truck. Truck 8 is now out of radio communication

New Rate Schedule

John Murray wants to discuss the rates before they are presented to the Board of Selectmen

Signs

Dave left word that each sign reading "No Artificial Flowers Apr. 1 thru Nov. 30" will cost \$30.00
We will need three signs

The Commissioners unanimously voted to have Dave order 3 signs, with the names of the months abbreviated

4. New Business

Commonwealth of Massachusetts, Office of Campaign & Political Finance

The Commissioners reviewed the memo re: expenditure of public resources, etc., received by the Town Clerk June 21

Commonwealth of Massachusetts, State Ethics Commission

The Commissioners reviewed Fact Sheet #6, Advisory No. 13, and Revised Commission Publications and Other Information, received by the Town Clerk July 3

Mausoleum Lots

A request has been made for a lot in line with "Polo" and "Renison" for a mausoleum for four interments or for four in ground burials.

In the discussion that followed, it was determined that since we presently have a limited area available for mausoleum lots, any such lots sold are for mausoleums only, and if in ground burials are desired, we can provide a four-grave lot directly in front of either "Polo" or "Renison"

The size of the mausoleum lot would be determined by whether the mausoleum is two over two or four side-by-side.

The Commissioners asked T. Tidman to see if the Engineering Dept. would assist us in locating pins for this lot.

Non-conforming plantings

On many lots in both Woodlawn and Mount Hope Cemeteries, plants have been placed in locations that hamper routine maintenance. Nancy tried calling many of the lot owners and having little success reaching them, composed a letter to be sent. The Commissioners reviewed the letter, which was then mailed to the nineteen lot owners for whom she had a current address.

5. Next Meeting - Wednesday, August 9, at 7:00p.m.

6. Meeting adjourned at 4:05 p.m.

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Meeting posted: x yes, _____ no

Date: August 9, 1995 Time: 7:00p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: W. E. C. George, B. Conant, E. Bailey
also present: T. Tidman, D. Lee, N. Howell

1. Meeting was called to order at 7:05p.m.
2. Minutes of the July 12th meeting were unanimously accepted as presented
3. Deeds were signed
4. Updates

Section 14

Stamsky & McNary located 120 key pins, from which the cemetery crew could locate the remaining 1,041 pins. All lots are now numbered and marked.

John Cutting of Sudbury Nurseries came last Friday to review the variety of trees and shrubs we have selected and the conditions of the area where they will be planted. He approved our choices.

An Invitation to Bid and a list of the required plantings was sent to six nurseries. Bids are due by 3:00p.m., Thursday, August 24, delivery and planting to be scheduled for September.

The two self-contained drains at section 14 have proven to be inadequate. Two of the recent rain storms left 8" of water in the roadway. We will have to extend a pipe to get the water out.

In the same storms mentioned above, additional water running off of the undeveloped perimeter area to the right of section 14 added to the water from other parts of the cemetery overburdened the drainage system for the rear parking lot at the Kennedy Service Building. This will have to be corrected when the additional pipe is run from section 14; when the perimeter of Section 14 is re-graded; or when the parking lot is repaved.

New Dump Truck

The truck is now registered and on the road.

The steps to facilitate access to the cab have been ordered.

Signs

The signs re: artificial flowers are ready, they are being modified so that we can place them at the top of the existing sign posts in a manner that will allow them to be easily removed during the winter months.

Cemetery Field

When the Town approved the sprinkler system, it was noted that any additional care needed as a result of additional watering or fertilizing, would have to be taken care of by the soccer league. At their meeting, Torn & Dean noted that the field can only be mowed once a week with Town funds, and that the Dept. of Municipal Properties would do that mowing on Fridays. Should the soccer league request any changes, the matter will be discussed further.

Mausoleum Lots

Since the last meeting, it has come to our attention that mausoleums for four interments are two-over-two.

All present at the meeting felt that a structure of that size would be much too tall.

As far as we know, the family still has not determined if they want mausoleum or in-ground interment.

Non-Conforming Plantings

Nancy had several calls from recipients of the mailing. After their questions were answered, all were very willing to cooperate.



Commonwealth of Massachusetts Notices

With the arrival of our paper order, Nancy copied and distributed the notices mentioned last month.

5. New Business

Reappointment

Walter E. C. George has been reappointed to a three-year term, and has been sworn in.

Election of Officers

The following officers were elected:

Chairman: Brewster Conant

Clerk: Edward R. Bailey

League of Women Voters' booklet about open meetings was passed to Brewster Conant
Rate Schedule

John Murray is willing to meet with the Commissioners to discuss the new rate schedule.

Tom will try to set up a meeting for an afternoon next week.

Dave has Jury Duty next Monday

Geraniums

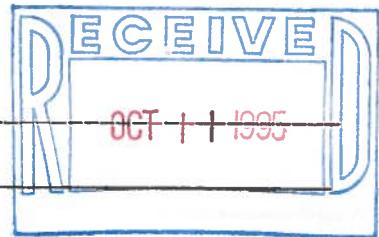
Brewster received an inquiry as to why we don't spray to protect the geraniums.

Dave explained that so far, our efforts are having no effect on the insect that is destroying many of our flowering plants.

6. Next Meeting - Wednesday, September 13, at 7:00p.m.

7. Meeting adjourned at 7:55 p.m.

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MINUTES OF _____ Meeting of Cemetery Commissioners _____

Meeting posted: x yes, no

Date: September 13, 1995 Time: 7:00p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: W. E. C. George, E. Bailey; Absent: Brewster Conant

also present: T. Tidman, D. Lee, N. Howell, Barbara O'Donoghue, Bill Fitzgerald, Allen Warner

1. Meeting was called to order at 7:07p.m.

2. Minutes of the August 9th meeting were unanimously accepted as presented

3. Monument Requests

Barbara O'Donoghue, accompanied by Bill Fitzgerald, was present to request the Commissioners' approval to use a marble government veteran's grave marker as the upright monument of her two-grave lot in sec. 9, Woodlawn Cemetery

There was discussion of the problems and concerns as stated in Dave Lee's letter of August 29
The Commissioners have taken the matter under advisement, and will make a decision when there is a full board present

A request was made on behalf of Thomas & Michelle Melander, to place a granite bench-style monument of their three grave lot in sec. 8, Woodlawn Cemetery

Noting that there are several monuments of this style in the area, the Commissioners granted permission to place the bench as the upright monument on this lot

4. Woodlawn field at Concord Road

It was brought to the attention of the Commissioners that on Tuesday, high school personnel arrived at the Woodlawn Cemetery field at Concord Road, laid down the lines for playing field hockey and mowed the grass at a shorter height than that arranged for by Acton/Boxboro Youth Soccer

Department personnel were astounded that anyone from the school department would presume to make use of a portion of the cemetery without first approaching the Cemetery Commissioners

It was noted that the first field hockey game was played that afternoon, and that the teams had arrived in school buses. There was no parking problem.

Allen Warner informed the Commissioners that Mr. Schofield of the High School Athletic Department had contacted the president of Acton/Boxboro Youth Soccer League, who agreed to let the high school use the field for league games only. He explained the conditions of the high school field that led to the above actions

Allen apologized to the Commissioners for the misunderstanding, and assured them that any such further requests made to the Youth Soccer League would be sent to the Cemetery Commissioners for their consideration

[It should be noted that the Cemetery Commissioners, in 1988, had granted permission for Acton/Boxboro Youth Soccer to use the Woodlawn Cemetery field at Concord Road for a period of 10 years to give the Town time to acquire and prepare sufficient athletic fields]

While Allen Warner has consistently stated that the Youth Soccer League fully understands that they have been granted use of the field on a temporary basis only, a major concern of the Cemetery Commissioners at that time was that the public would resent the cemeteries when the time came to develop in that direction. This concern grows with each additional group using the field.

At the conclusion of the discussion, Walter George made the motion that "The Commissioners allow the field to be used by the high school field hockey team for league games only, with the proviso that this permission is granted for this year's games only. The motion passed.

5. Updates

Rates

Tom will try to arrange for John Murray to meet with the Commissioners on the afternoon they meet to view the marble veteran's marker

Section 14

Trees & Shrubs

Four firms responded to our request for bids for the trees and shrubs to be planted on Section 14, Woodlawn Cemetery

Because Sudbury Nurseries came in with the best price and was able to supply all the varieties we requested, the order was placed with them

Delivery and planting were scheduled for the month of September, at our convenience. We will not begin this work until we have received some rain

Signs

The signs re: artificial flowers have been made but are not mounted yet

6. Capital Budget

The Commissioners reviewed the items remaining on the fy96 budget and those scheduled for fy97

7. Deeds were signed

8. Next Meeting

Special Meeting - date to be determined

Wednesday, October 11, 1995 - regularly scheduled monthly meeting

9. Meeting adjourned at 8:00 p.m.

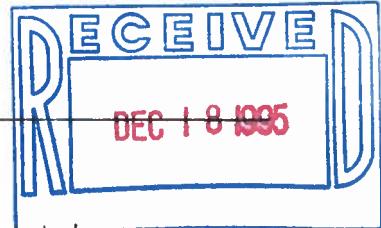
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Meeting posted: x yes, _____ no

Date: November 8, 1995 Time: 7:00p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: B. Conant, E. Bailey, W. E. C. George
also present: T. Tidman, D. Lee, N. Howell



1. Meeting was called to order at 7:05p.m.
2. Minutes of the October 11th meeting were unanimously accepted as presented
3. Updates
 - A. Mrs. O'Donoghue's monument has been set in cement
 - B. Section 14
 1. Section is 2-3 years behind schedule-no Town departments could be used
 2. The lower right corner is not draining properly
 - a. We requested a meeting between the Highway Dept, Engineering Dept. and the Cemetery Dept. to resolve this problem. Engineering reluctant to take on the task as they were not called upon to do the original engineering work
 - b. Stamski & McNary were called. What is out there is a conventional catch basin, not what they had designed.
 - c. There is a balance in the bid price which will pay to have a retention basin designed.
 3. Bark mulch has been applied to all the plantings
 - C. When it was discovered that the grubs were still only inches below the surface, Grub control was applied and thoroughly rained in. We will try again next spring.
 4. New Business
 - A. "Tess" Summers brought to Nancy's attention the fact that though the Commissioners had approved applying \$66,765.00 from cemetery trust funds towards fy 96 department salaries, the figure as read and accepted by Town Meeting vote was \$67,000.00.
The Commissioners unanimously approved the appropriation of the additional \$235.00 as follows:

New Perpetual Care	\$94.00
Robbins & Ames	59.00
Hosmer	37.00
Jenks	45.00
 - B. fy97 budget - Brewster has spoken with C. Putnam about how he determined the projected interest - he based his figures on cost
 - C. Motion was made and unanimously approved to apply \$69,435.00 from cemetery trust funds to department salaries
 5. Next Meeting - December 13, 1995
 6. Meeting adjourned at 8:30 p.m.

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Meeting posted: x yes, _____ no

Date: December 13, 1995 Time: 7:00p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: B. Conant, E. Bailey, W. E. C. George
also present: T. Tidman, D. Lee, N. Howell

1. Meeting was called to order at 7:04p.m.
2. Minutes of the November 8th meeting were unanimously accepted as presented
3. Report of the Cemetery Commission for the 1995 Annual Town Report was unanimously accepted with the amendment that the amount of money paid to the Treasurer be updated as of the end of December.
4. Report of Veteran Graves for the 1995 Annual Town Report was reviewed
Check with Town Manager on status of a Veterans Burial Agent
5. Warrant Articles
 - A. Repurchase Cemetery Lot - Mr. & Mrs. John A. Gilbert
 - B. Repurchase Cemetery Lot - Mr. & Mrs. Dana D. Sawyer (if signed request is not received by Dec. 29, this article will be pulled)
6. New Business
 - A. Betsy Conant received a call about flowers being dug from in front of a monument. She referred the caller to Nancy
 1. Nancy was called: geraniums and begonias were removed from a monument garden about a week after Memorial Day. This was a legal flower bed and the plantings were not removed by cemetery personnel.
 2. Unauthorized removal of flowers (potted, planted and artificial arrangements) has become a more serious problem in recent years
 - B. Dave reported on the condition of the Bobcat, our riding mower.
 1. It is about 7 years old. The present engine will not get us through another mowing season
 2. A new engine will cost from \$1,000. to \$1,500.
 3. A new riding mower will cost from \$6,500. to \$7,500.
 4. After further appraisal, Dave will get back to the Commissioners with his request
7. Next Meeting: January 10, 1996
8. Meeting adjourned at 7:45 p.m.

