



## Cemetery Commission Minutes

MEETING POSTED: YES

DATE: 1/8/2025, TIME: 2:00 pm

PLACE: Zoom Webinar, <https://actonma.zoom.us/j/83079440505>

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

ALSO PRESENT: Alissa Nicol, Corey York, Sophia Schlegelmilch

### **Opening**

Bill Klauer called the meeting to order at 2:02 pm.

### **I. Regular Business**

1. Minutes from the 11/13/2024 meeting were reviewed and accepted as written.

### **II. New/Special Business**

2. Public concerns: None
3. Woodlawn Chapel Grant Update: Acton was awarded a \$250k Municipal ADA Improvement Grant for renovation of the Woodlawn Chapel entrance. Renovations must be completed by June 31, 2025. Bid invitations will be released in next few weeks.
4. Request by John Mangiaratti to use \$50,000 in trust funds to offset FY26 Cemetery operations. Voted & approved, 3-0 in favor.
6. Woodlawn Iron Gates CPA signage – Commission in favor of hanging a plaque inside the Kennedy building acknowledging the CPA's funding of the gates' renovation, with space to add past and future projects as needed. Sophia to research options and provide CemCom and CPC with proofs for approval.
7. Cemetery Master Plan/Capital Improvement Plan: Some cemetery roads that require repaving are obstructed by large tree roots, removal of which could compromise trees & create hazards. Options include trimming trees or allowing the roads to naturalize. Discussion to be continued.
9. Condition of Robbins stone at Capt. Robbins House site: Acton 250 committee requested cleaning & removal of lichen from stone. Sophia to contact Acton Monument to request cleaning, raised & voted 3-0 in favor of pre-approving up to \$1600 from New Per-Care fund for cleaning.
10. Revolutionary monuments lichen removal: no major changes since last treatment. Additional removal and prevention to be discussed in future.
11. Agency fee costs update: Shawn O'Malley and Sophia met with Eleanor Anderson, Town Budget Manager, to discuss an appropriate fee amount. Ellie will update with an estimated fee in the future.
12. Annual Town Report: due Feb 28. Sophia to begin working on a draft.

### **III. Additional Regular Business**

13. Next meeting will take place on February 12 at 2:00pm. Meetings will take place on Zoom for the winter months.



14. Next month's agenda items:

- a. Ongoing Review - Cemetery Master Plan/Capital Improvement Plan
- b. Trusts & Financial Reporting
- c. Annual Town Report

**Adjournment**

At 3:05pm, it was moved, seconded, and voted 3-0 to adjourn the meeting.

**Documents and Exhibits Used During this Meeting**

Meeting minutes from 11/13/2024.

Draft of Cemetery CIP

Draft of Cemetery Master Plan

Diagram of Woodlawn chapel landscaping plan