



Cemetery Commission Minutes

MEETING POSTED: YES

DATE: Thursday, April 10, 2025, TIME: 2:00 pm

PLACE: Kennedy Building, 104 Concord Rd. and virtually on Zoom,

<https://actonma.zoom.us/j/83079440505>

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

ALSO PRESENT: Alissa Nicol, Corey York, Shawn O'Malley, Sophia Schlegelmilch, Ernesto Galan, Neal Rantoul

I. Opening

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

II. Regular Business

1. Review of meeting minutes from 2/19/2025. Accepted as written 3-0

III. New/Special Business

3. Public concerns:
 - a. Ernesto Galan requested permission to shoot a short art film in Woodlawn Cemetery on the afternoon of April 28, 2025. Approved 3-0 by roll call.
 - b. Neal Rantoul requested a revision of cemetery dog policy to allow leashed dogs on the paved roads to improve accessibility for dog owners. The commissioners feel that the policy cannot be changed due to past incidents of dog owners failing to control and clean up after their pets in the maintained areas of the cemetery. Bill also noted that the Commission may not have the authority to change this policy, depending on the Town's bylaws.
4. Chapel renovation bids: The lowest bidder is Cella Construction Company. ADA grant funds will cover the base cost and first alternative. Completion of the new accessible parking area (alternative 2) will require an additional \$97,000. Per Corey, the parking lot work can be deferred for now, but will need to be completed eventually. The commissioners unanimously agree that they would like all of the work completed now. Voted 3-0 by roll call in favor of fully funding the remainder of the project using New Perpetual Care.
5. Update on trusts & financial reporting: Town Accountant Eleanor Anderson has created detailed sheets reporting the balances of Cemetery trust funds and how those funds can be used. Some sections are still incomplete as she works to determine what some funds can be used for. She recommends quarterly financial updates be given to the Cemetery Commission.
6. Select Board member Dean Charter and Tree Warden Ryan Hunt have arranged for 10 American Linden trees to be planted along the Concord Rd. Field to add shade for

pedestrians on the sidewalk and spectators at soccer games. Planting is underway and should be completed soon.

7. Acton 250/National Register of Historic Places: Shawn has completed cleaning of the Alarm Stone, and the inscription is much more legible now. The Historical Commission is applying to have Woodlawn added to the National Register of Historic Places. Sophia is communicating with Barbara Rhines in the Planning Department to provide photos of historic monuments to add to the application.

8. Renaming the Cemetery Master Plan: Dana motions to rename the “Cemetery Master Plan” using more egalitarian language. After some discussion, the commissioners voted 3-0 in favor of changing the name to “Cemetery Strategic Development Plan.”

IV. Consent Items

9. All of the following requests were approved 3-0 by roll call:

- Allow William B. Cochrane to sell unused 2-grave lot back to the Town for the original purchase price of \$900
- \$1,400.00 from trust funds to purchase Memorial Day bouquets and baskets from Rose of Sharon.
- \$1,800.00 from trust funds to purchase spring flowers for gardens from J.P. Bartlett.
- \$100 + shipping costs from Old Perpetual Care to purchase 2 gallons of D/2 Biological Solution

V. Additional Regular Business

10. Next month's agenda:

- a. Chapel Updates
- b. Woodlawn Expansion Updates

Next meeting will be Wednesday, June 11 at 2 p.m.

Adjournment

At 3:25 pm, it was moved, seconded, and voted 3-0 to adjourn the meeting.

Documents and Exhibits Used During this Meeting

Meeting minutes from 2/19/2025.

Before and after photos of the Alarm Stone