

WESTFORD CEMETERY COMMISSION
SPECIAL MEETING -TELEPHONE CONFERENCE
AGENDA

Attendance: Lynn Gauthier, Ron Perry, Glenn Rogers. Call for others on phone – none.

1) *Review minutes from Oct. 9, 2019 & April 11, 2020*

Minutes of Oct. 9th approved as written.

Minutes of April 11, approved as written.

2) *Financial Overview*

- a. Lynn went over the various accounts at TD Bank. 7 accounts with 2 checking, 2 Perpetual care accounts, and 4 miscellaneous accounts for various cemeteries. Moved that Brookside Checking account be closed and moved to the regular checking account. All Approved as moved.

3) *Pleasant View Cemetery Transfer – update*

- a. Only thing left is the Vermont Property Transfer Tax Return. Nothing has been returned from the state to be filed in town records. Not surprising due to Covid-19 situation. No action taken.

4) *Pleasant View Driveway – Fall 2019 damage & update*

- a. Oct. 31st damage and town filled in holes. Now two new holes opened up over the winter.
- b. Technically probably need to go to the Selectboard to get approval to fill holes. Lynn will bring to town's Selectboard's meeting and ask town to fill holes.

5) *911 signs – cost*

- a. Cemeteries have official 911 locations. Can have 6 signs put up. Cookyard does not yet have a 911 location. Moved that the Cemetery Commission purchase and install 6 (six) 911 location signs. Total cost is roughly \$100 with tax.

6) *Mowing RFP's – review/recommendations*

- a. Glenn went over the bids to date. 2 bids were received by the date requested. One bid was confusing and Glenn asked for clarification and due to Covid19 and truck breaking down was not able to get the clarification in time for meeting. Moved to recess the meeting until new bid from Sloan's is available.
- b. Moved by Perry, 2nd by Gauthier to recess meeting to discuss this issue til Wednesday April 22nd at 8:30 am. Approved.

7) *Plains Cemetery Trees & others*

- a. Lets look at the Plains Cemetery this summer sometime. Delayed decision til later in the year. Will mention the tree to Selectboard that we will be looking at the cemeteries for tree removal and one of the cemeteries being looked at is Plains.

8) *Restoration & Cleaning for 2020 season & review of 2019*

- Pleasant View – The estimate was \$1,700 in 2019 for the first section of the Pleasant View cemetery stones to be cleaned / restored.
- Osgood Hill
 - a. Small 2019 projects not completed & there has been some stone damage over the winter. Larger right hand section done of cemetery done and it looks good. We need to get estimate for completion of the cemetery & misc. stone engraving. We have not been billed for the 2019 stone cleaning/restoration.
 - b. Other projects – misc. markers (found Fall 2019), etc - Osgood Hill – Lynn will price out marker pricing for 2 – 3 grave stones.
- Cookyard – no comments
- Plains – Gravestone found – apparently the same person is buried in Moncton, Vermont.
- Other projects to consider

9) *Spring work day*

- Plains – Brush removal on eastern boundary area. Spring work day to be May 19th. Rain Date May 21st. 9:30am at Plains Cemetery. (All to bring chain Saw, brush cutters. Glenn to bring backpack sprayer/10 gallons water/Glyphosate). Reminded that Social distancing and face masks will be needed.
- Pleasant View – Brush removal & fence repair – David has been working on that.
 - a. South fence in need of fence repair. 10 – 6’ steel posts needed @ \$11.00 each and 2-8’ steel posts needed. So need steel posts. Roughly \$200 needed. Motion made and Approved for David to get the steel posts.
- Osgood Hill – brush removal
- Other – Watch out for Ticks when we do the Spring Work Day.

10) *2020 Interments scheduled*

- a. Ed LaFountain – May 1, 2 pm. - Brookside
- b. Peg Stewart – Pleasant View – Later in the year.

11) *Other business*

Moved to recess til’ bid from Sloan for mowing is received. 8:30 am Wednesday April 22nd we will reconvene. Glenn will call on the Comcast conference Call.

12) Meeting reconvened at 8:35am April 22nd. Moved & seconded that the Cemetery Commission accept the bid from Roberts and Son for the cemetery Mowing services for 2020. Total of \$4,500. (\$600 Brookside, \$700 Cloverdale, \$700 Osgood, \$700 Plains, \$700 Richardson, \$1,100 Pleasant View respectfully)

13) After a brief discussion on future topics, meeting was adjourned at 8:45am, 4/22/20.

Respectfully submitted. Glenn Rogers – Secretary