

**WESTFORD CEMETERY COMMISSION
SPECIAL MEETING
MAY 18, 2021, 9 AM
Westford Town Library**

AGENDA:

- 1) Review minutes from October 2, 2020; October 16, 2020; December 6; and April 21, 2021 After review and reading all minutes **motion to approve 10/2/2020, 10/16/2020, 12/6/2020, and 4/21/2021 minutes by Glenn Rogers, 2nd by Ron Perry, approved.**
- 2) Financial Overview Checking acct. \$23,253.57, Alger account ~ \$321, Perpetual care savings ~ \$1,300. CD's. ~ Perpetual Care funds - \$20,258, Brookside \$18,729, Phillips \$687, Osgood Hill - \$8,366. James Grow fund: \$4,688. Total of \$77,602, of which \$54,028 in perpetual care + potential perpetual care.
- 3) Pleasant View Cemetery Assn – update Transfer completed back in 2020. Articles of Dissolution completed. **Association officially dissolved.**
- 4) 911 **signs – installed** (Cookyard has not been installed and will not be installed due to location/access.)
- 5) Plains Cemetery – Property line & fence request- Site visit after meeting ?? Neighbors looking to clean up the fence line between their property and Cemetery by installing a Post & Rail fence. They want town to purchase post/rail and would pay/do for installation. State statute title 18 Health, Title 121 Cemeteries, 5364: When the selectboard or cemetery commissioners neglect to keep in repair the fence around a public burial ground, the town may be prosecuted for such neglect and fined not more than \$400.00. The fine shall be expended in repairing the fences around such burial grounds under the direction of a commissioner appointed by the court. (Amended 1989, No. 142 (Adj. Sess.), § 12.)

After MUCH discussion, Moved that the Commission contact the Vt. Cemetery Association to determine if there is a standard cost per foot or other measurement for the replacement, or establishment of fencing when approached by a adjoining landowner to install said fence. Is there a standard fence cost allocation? If not, the commission will determine cost of minimum fence design, cost of installation and maintenance of said fence. Should the town have a standard fence for all cemeteries in town? Etc. Etc. etc. **There are a number of issues that need to be solved here. No action to be taken until details are determined. Moved, seconded and approved.**

- 6) Restoration & Cleaning for 2021 season & review of 2020
- Pleasant View – Section 1 (Done, \$ 1500) Complete remainder of cemetery ??
Large monument – Estimate ~ \$400.00 to straighten
Finish it up. Allow \$2,500. Approved.
 - Osgood Hill - one section completed -plan to complete cemetery TBD
 - Small 2020 projects not completed & stone damage over the winter
 - Cookyard – need to complete
 - Other projects to consider i.e. replacement stones (Brookside, Osgood Hill, Pleasant View, are noteworthy).
 - **Moved allocate \$3,000 for Osgood Hill cleaning (we have \$350 carryover for Cookyard) plus the other projects for a total of \$3,350. Approved.**
- 7) Spring work day ??? **No action taken**
- Brookside – Birch Tree removal
 - Pleasant View – Dead tree near gate – need to remove **(Get a bid.)**
 - Osgood Hill – brush removal
 - Other needs ??
- 8) 2020-21 Interments **No action needed**
- Walter Warren – Brookside , May 11, 2021
 - Dorothy Root – TBD, Plains
 - Jeffrey Lee – TBD, Pleasant View
 - Frena Philips – Dec 2020 – Pleasant View
 - Hilda Howard- November 2020 – Plains
 - David Kilburn – Fall 2020 – Pleasant View
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- 9) Lots sold: **No action needed**
- Brookside – Robin LaFountain – sold May 2021, cornerstones ordered
 - Osgood Hill – Bemis & Osborne – single lot sold Fall 2020, cornerstones ordered
 - Other inquiries for lot availability - but not sold yet

10) Question about need for non-biodegradable containers. Individual wants to know the rationale. **For safety, dignity, clarity, and uniformity, non-biodegradable containers are currently required with all burials in Westford Cemeteries.**

11) Other business

Adjourn 11:30 AM.