

WESTFORD CEMETERY COMMISSION

Special Meeting

May 17, 2023, 9 A.M.

WHS Building (10 Common Rd)

AGENDA:

- Review Meeting Minutes from February 20, 2023
moved and approved as written.
- Financial & general overview of cemetery activity since last meeting-
ie. sale of lots, fees, etc. *Checking- \$22,913.22, Alger lot - \$319.22,
Perpetual care \$1,164.00, CD's= \$55,129.88 Total \$79,526.32*
Donations \$100.00
Lot sales: Pleasant view – 1 lot since last meeting.
Interments 1 Brookside Cemetery
2 – pending – 1 Pleasant view, 1 Brookside
Memorial Day flags. \$252.00.
Review of Lot Fees.
*Recommendation is to keep lot fees at \$350 (interment fee at \$100,
Cremation \$50) until further notice.*
- Need to prep sites & install 5 replacement markers – (including purchase of
supplies) [Osgood Hill – 3; Plains – 2] *Move to authorize Chair to research
and spend up to \$2,500 for Prep and install of 5 replacement markers. This
includes all supplies. Approved.*
- Cemetery Rules/Guidelines – Review & make recommendations for
changes of guidelines & fees.
 - *Move that we put in “Westford Cemetery Information” a Stipulation a statement similar
to: The cemetery is closed December 1 to April 30. No burials shall take
place in the winter. Exceptions may be made at the discretion of the
Cemetery Commission.*

- *No foundations will be dug without the approval of a Cemetery Commissioner.*
- *All monuments must be at the head of the lot unless they are flush with the ground. All monuments will be lined up with the rest in that row and will be set with an appropriate foundation based on the size of the monument, or on bedrock. All monuments shall fit within the footprint of the lot.*
- *All cremation urns shall be marked with a metal peg over the urn box.*
- *All contractors and/or businesses working in Westford cemeteries must carry current insurance unless waiver approved by Westford Cemetery commission.*
- *Any damage done to any driveways, lawn areas and other cemetery property by any contractors, group or individuals shall be repaired by the contractor, group or individual at the expense of the contractor, group or individual.*
- *Lots that will not be used may be donated to the Town of Westford - Cemetery Commission or they may be donated to another member of the family. (If donated to another family member – certified letter of same needs to be filed with Cemetery Commission/Town of Westford with a Recording Fee.)*
- *No lots are available at Richardson, Cookyard. Limited spots available at Osgood Hill, Plains, & Cloverdale Cemeteries. Lots are primarily available at: Brookside and Pleasant View Cemeteries.*
- **Season 2023 Cemetery Cleaning / Restoration Projects**
 - *Authorize the spending of \$12,000 for cleaning and Restoration to be spent for 2023-24 - approved.*
 - *Cloverdale, and Plains, Brookside to be Prioritized by the Chair.*
- **Mowing Status for 2023 season including Cookyard**
 - *Looks good.*
 - *Concern is Cookyard - present person is volunteering.*
 - *Will keep our eye on it.*
- **Cemetery trees (status/concerns)**
 - *Keep our eyes on Brookside and Pleasant View.*
 - *Trees – Cloverdale, Brookside – Winter project.*
- **Other business**
- **Move to adjourn – approved 11:10 AM**