

WESTFORD CEMETERY COMMISSION

Special Meeting

September 6, 2023

Town Library – 9:30 AM

AGENDA:

- 1) Review Meeting Minutes from May 17, 2023 meeting approved except substituted – replace (*All cremation urns shall be marked with a metal peg over the urn box*) with *All cremation urns shall be marked with a metal peg or concrete paver “9” X 9” or larger*) over the urn box
- 2) Financial Overview approximately \$15,604 in checking plus CD's, town allotment of \$8,000, etc.
- 3) Review of Activity over the past year [FY22-23]
 - a) Thru July 2023 -
 - Cleaning/Restoration - \$2,500 Pleasant View, Osgood - \$3,743, Cement purchases for foundations- \$119.
 - Burials 2 full burials, 1 cremation \$250, \$5,000 mowing, Flags
 - Lots Sold 7 lots from previous year=\$105 recording fees.
 - Mowing \$5,000 for 2022 – 23 mowing paid in FY 23'
 - Flags- \$252
 - Misc. - \$68
- 4) Activity as of July 1, 2023 - Present Fiscal Year [FY23-24] (authorized \$12,000)
 - Cleaning/Restoration - \$4,000-Plains, \$3,500 Cloverdale, \$1,000 D. Gauthier, yet to do Brookside-considerable, 2 in Pleasant view, 2 at Cloverdale. Yet to be expended – probably \$2,000 – (still under-budget).
 - Burials – 2-Brookside, Pleasant view
 - Lots Sold – 5 – Brookside,
 - Mowing – in process - \$5,333 per year for 3 years.
- 5) FY 24-25 Budget Planning
 - Estimated Costs –
 - Mowing – 2nd year of 3 yr. contract \$5,400
 - Flags -\$300

- Cleaning/Restoration - \$5,000 – Brookside, \$3,000 cleaning/restoration over the other cemeteries.
- Miscellaneous - \$1,000

Over previous 4 years Expenditure

Year Expenditure Total funds available

2019 - \$11,244 \$48,195 (excludes at least Pleasant View)

2020- \$4,216 \$87,977

2021- \$10,214 \$77,306

2022- \$7,436 \$83,155

Ave. \$8,279

Cemetery commission took a 24% budget cut back in 2019-20 and have held the line since then. We have dipped into the reserves to make ends meet and ask for the 2024-25 budget to be level funded \$8,000. Approved.

- 6) Future Cemetery restoration and projects – Cleaning: We’ve been thru the whole town – (as a baseline-2015 Brookside was ½ done) and so we need to start over again. Great to be up to date and on a rotation.
- 7) Cemetery Rules/guidelines update
- 8) Cemetery trees (status update) move out a year. (Watch list: Brookside, Plains, Cloverdale, Cookyard, Richardson, and even Pleasant View needs to be watched.)
- 9) Other Business

Adjourned at 10:45.