

**WESTFORD CEMETERY COMMISSION
SPECIAL MEETING**

June 5, 2024

9:00 AM

Westford Town Office (Downstairs)

AGENDA

1) Review minutes from May 10, 2024 approved as revised.

2) Correspondence-

Howard/Gable update. No significant progress.

Pleasant View Cemetery – New foundation poured slightly out of place. Had to be redone.

3) Financial Overview & TD Bank Accts. Update

Closed James Grow Account – to Checking.

Closed out the Irish Lot CD – To the Alger Lot Savings.

Phillips to be closed on June 9, 2024 to the Alger Lot Savings

Perpetual Care CD to close on June 9, 2024 to the Perpetual Care Savings

Move the Osgood hill account to checking at time determined by Lynn.

Move funds to Edward Jones for CD.

(Exact amount and timing at Lynn & Greg's discretion)

Greg and Lynn will work with TD bank & Community Bank on the details to transfer funds – if needed.

4) Review Guidelines/Regulations/Fees etc. - Propose Updates Suggested changes

A) Rules and Regulations

B) Hours of operation: May 1, - December 1, from Dawn to dusk.

Open and close dates may depend on weather conditions.

C) Use the Cemetery Commission opening/closing grave/internment contractor. (insurance, consistency, accuracy of placement, etc.)

D) Cremation certificates/burial permits must be filed with town

E) Activity not covered in documented Rules/Regulations must be presented to Cemetery Commission for approval/disapproval 2 weeks in advance of activity.

F) Cremation Urns must be 18” below ground.

G) in-ground 2” concrete Paver or flush Marker must be over the top of the Urns. (Saves the Urn when probing).

H) Contractors shall take all necessary precautions to protect existing roadways, lawn areas and gravesites from damage. All disturbed areas shall be repaired as necessary to restore them to their previous conditions.

I) A certified letter of transfer of lot to another family member or person (and record fee) must be on file in Cemetery book.

J) Penalty: Warning – from town constable for First occurrence. \$100 fine for second occurrence.

5) Tree Status - Cloverdale Trees (review quotes)

Heritage, Barrett’s, DJ’s – No bid from Heritage in a timely fashion.

Recommend DJ’s - Don’t block the neighbors’ driveways. So, moved.

6) Review of Spring workday (May 28)

Plains work done all with electricity.

Work on Osgood Hill completed by David

7) Restoration & Cleaning for 2024 season

No progress

8) 2024 Interments scheduled

July 13th – Stanton Combs – Pleasant View

No news from Tony Gable, Mary Tuure,

Steve Spiller ashes will be comingled with spouse and buried at same time.

9) Lot Sales

1 lot sale – Combs – Pleasant View

2 possible

10) Other business

Checks written:

Stove & Flag works \$252 for flags.

Lowes – Gray pavers over Urns \$6.24.

Next meeting date June 24 – or 25th 9:30 am

Adjourn 11:20 am