

WESTFORD CEMETERY COMMISSION
SPECIAL MEETING
June 25, 2024
9:30 AM
Westford Historical Society Building
10 Common Rd
(Please note: agenda is subject to change)

AGENDA

1) Review minutes from June 5, 2024 approved as amended (“Conservation Commission to Cemetery Commission”)

2) Correspondence (Gabel correspondence) complete.

3) Financial Overview & TD Bank Accts. Update

Quick overview and accounts coming together. Some are closed and put into savings/checking and then to Edward Jones. Update in the fall. Aim is to get to down to 3 accounts plus the Edward Jones accounts.

4) Review Proposed Guidelines/Regulations/Fees etc.

Move the acceptance with the amendments, 2nd,. Approved. Revisions sent via e-mail. See pages 2 – 4 below.

5) Tree Status - Cloverdale Tree Removal

Awaiting clarification via D. J.’s and for weather.

6) Restoration & Cleaning for 2024 season

Doing site visits with contractors and waiting for weather to cooperate.

7) 2024 Interments scheduled

Gabel - June 28th 2024 - Plains

Combs- July 13th 2024 – Pleasant View

8) Lot Sales - None

9) Other business - Vacation times scheduled when Cemetery Commission members are not available.

Adjourn at 1025am.

WESTFORD CEMETERY RULES AND REGULATIONS

Westford Town Cemeteries:

(includes Plains, Osgood Hill, Richardson, Cloverdale, Brookside, Pleasant View and Cookyard)

Contact People- Lynn J. Gauthier #879-0299}

Ronald Perry #878-5606 } Westford Cemetery Commissioners

Glenn Rogers # 878-4524}

Westford Town Office # 878-4587

1. Hours of Operation May 1 to December 1st, from Dawn to Dusk. Open and close dates may depend on weather conditions.
2. All lots as of June 2024 are \$400.00 (perpetual care & lot fee) per 4'x10' grave. ***The payment does not include the cost of a set of cornerstones and a recording fee which is also assessed at the time of the lot purchase. Fees are subject to change.*** (See # 10 & # 15). **NO lots are available at Richardson or Cookyard.** There is limited availability at Plains and Osgood Hill.
3. **An interment fee of \$100.00 for a full burial or \$ 50.00 for an inurnment is payable to the Westford Cemetery Commission will be assessed at the time of any burial.** Perpetual care fees will also be assessed if not already paid at the time of the original lot purchase. All charges & fees subject to change – see item #15
4. **A Cemetery Commission contact person must be notified before to any burial or disinterment takes place. Burials & disinterments are subject to regulations according to VT State Statues. Written notification at the time of a disinterment** including the name of the deceased, the name of the family member authorizing the removal and the date of removal is required for our records.
5. Only two (2) cremains may be buried per 4x10 lot.
6. All regular burials must be contained in a vault and all cremains must be placed in a non-biodegradable container. Cremation Urns must be 18' below ground. An inground paver or flush marker must be over the top of the urns (Saves the urn when Probing, if needed)

7. All checks for payment should be made payable to the Westford Cemetery Commission (except for the payment to the person opening the grave-see below).
8. The person who opens graves for burial shall be contacted by the funeral home & cemetery officials prior to burial. Need to check their current fees- payment is issued directly to them as a separate check
9. The Cemetery Commission uses a designated contractor for opening/closing grave interment (insurance, consistency, accuracy of placement, etc.)
10. Cornerstones are **required** for all lots (a group of 1 or more graves) and **MUST** be in place before a deed of ownership is issued. The deed is recorded at the Westford Town Office.
11. 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.
12. A certified letter of transfer of lot to another family member or person must be on file in Cemetery book at the Town Office (***requires recording fee***).
13. **No trees or shrubs are to be planted (and will be removed if necessary)**. The cemetery commission also **prohibits the use of artificial flowers, wires & glass containers** due to safety issues because of the use of power mowers & equipment.
14. **All funeral services at Cloverdale cemetery MUST** have someone to provide traffic control on VT Route 15 as well as someone to act as a parking attendant. This is

for safety reasons due to large amount of traffic on Rte 15 & limited parking available within the cemetery

15. Please contact Cemetery Commission or Westford Town Office for updates in fees and/or regulations.
16. Activity not covered in documented Rules/Regulations must be presented to the Cemetery Commission for approval/disproval 2 weeks in advance of activity.
17. Penalties may be assessed depending on the severity of the violation.