

WESTFORD CEMETERY COMMISSION  
Special Meeting  
September 17, 2024  
WHS Building – 10 Common Rd  
9:00 AM

Minutes:

- 1) Review Meeting Minutes from June 25, 2024 Meeting
  - a) Approved as printed.
- 2) Financial Overview
  - a) Edward Jones overview – The *CUSIP SKV7* account is the perpetual care fund is made up of perpetual care fees.
  - b) The *CUSIP: 8CA5* account is the emergency fund (6 mo. Maturity)
  - c) Brookside account matures this Month-(sept. 2024) — recommend that we move to Edward Jones as a Perpetual Care account. Either a 6 or 9 mo. or 1 year maturity (up to Greg/Lynn to decide).
  - d) Osgood Hill matures in Nov. – Personal CD. Keep at TD / community bank. Move to checking (business) account.
  - e) Checking (business), Savings (business)-Alger/plains - \$1800, Move to Perpetual care-Business account-\$680 which we can move when it reaches \$1,000 and move to Edward Jones.
- 3) Review of Activity over the past year [FY23-24]
  - a) July 1, 2023 Thru June 30, 2024 -

**Income - \$8,500**

Lots sold – 1 lot, \$350

Burials/interment fees - \$150

Town General Fund - \$8,000

**Expense - \$19,432**

- Cleaning/Restoration \$4,000 – Plains, \$3,500 Cloverdale, Replacement Stones, supplies, lettering - \$6,400
- Mowing ~ \$5,000 for FY2022 – 23 mowing, (FY 23-\$5280)
- Flags- \$252.00

**Net loss in FY – 2023-2024 (- \$10,932)**

4) Activity since July 1, 2024 - Present Fiscal Year [FY24-25]

**Income**

- A) Burials – 3 burials (cremations) \$300
- B) Lots Sold - none yet. Budget \$900
- C) Town allotment - \$8,000

**Anticipated total income \$9,200**

**Expense**

- D) Cleaning/Restoration – Cloverdale +Brookside+whatever is needed \$7000
- E) Tree removal – Cloverdale - \$6,000
- F) Mowing – in process ~ \$5,333 per year for 3 years.
- G) Other Expenses-(4 – 5 small Markers/Stones Brookside, 3 in Cloverdale), \$2,000
- H) Flags \$300
- I) Tree removal – Brookside Cemetery \$ 6,000-\$10,000

**Anticipated Total Expense – \$26,633**

**Anticipated Loss (-\$17,433)**

5) FY 25-26 Budget Planning

**Income**

- i) Burials - \$200
  - ii) Lots - \$1,050
  - iii) Town Allotment - \$9,000
- Budgeted income - \$10,350

**Expense**

- Mowing – 3rd year of 3 yr. contract ~\$5,400
- Flags - \$300
- Cleaning – TBD

- Stone Repair - \$1,500
- Trees – Brookside is an issue. \$6,000-\$10,000 – TBD **Cedars**
- Miscellaneous – TBD
- Budgeted expense \$13,200 - \$17,200

Budgeted from Reserve funds (-\$2,900 to -\$6,900)

- 6) Future Cemetery restoration and projects - TBD
- 7) Cemetery trees (status update) – Brookside (2 cedars & back fence area), Pleasant View & others ? Commission to look at this AM.
- 8) Other Business
- 9) Recess to visit Brookside Cemetery to see what to do with trees at 1050am.
- 10) Viewed the Trees at Brookside and recommended that Chair get quotes to remove all trees in clump surrounding the two dead trees inside/near the fenced lot at back center of cemetery plus two – 4 more trees on the eastern line but nearer to the northwest area of cemetery (Jenson, and Gordon sites).

Respectfully Submitted:  
Glenn Rogers - Secretary