

**WESTFORD CEMETERY COMMISSION
SPECIAL MEETING**

September 29, 2026

9:30 AM

**Westford Hist. Society Building
10 Common Rd**

AGENDA

Attendance: Steve Minor, Lynn Gauthier, Glenn Rogers

Meeting called to order @ 9:40 am.

1) Changes to Agenda - none

2) Review Minutes of April 21, 2026 Minutes approved as printed.

3) Correspondence – inquiries regarding lot availability

Donna Kilburn – (Norman) wants to transfer lot to Bruce – in process.

Sherry Marcoux – Stone to be repaired in Plains and constituent has offered to compensate contractor for the work.

Champlain Monuments – discussion on the misplacement of dirt at Pleasant View Cemetery and in the process of rectifying the issue.

Lots are available at Brookside and Pleasant View

4) Financial Overview – Community Bank & Edward Jones Accts. Update
Glenn to Stop at Town Clerks office to sign the Community Bank.

Community savings- \$5,812.04

Work fund - \$8,957.56

Perpetual care - \$3,269.54

Edward Jones – Perpetual Care - \$51,072.70

Have not yet requested the \$9,000 for 2026-2027

Mowing-\$5,500 – complete - to be paid upon receipt of bill.

Cleaning – \$4,000 – same as above.

Yet to use – 3,000 – (always like to have a bit of reserve for emergency) –

However, still have cleaning and restoration to do for fall-26'/Spring 27'.

5) Tree Status – Ongoing Observation – Plains Cemetery higher priority

6) Mowing Season – Ongoing, year 1 of 3-year contract with Isaac Spaulding of Morrisville. 2026 Season - \$ 5,495.00 to be paid

7) **Fall workday ??** Plains & Pleasant View discussed and planning on a day in October to work on same.

Brookside – Brush & hydrangea tree trimmed – DONE Summer 2026

8) Pleasant View Cemetery Gate damage

Same issue – it's a chain link fence. Not been touched however it will be completed in 2026-27. To be paid out of the \$3,000 yet to be spent for 2026-27.

9) Restoration & Cleaning for 2026 season

Brookside – cleaning and restoration In Progress – being completed by Plouffe Monuments – St. Albans

Restoration of stones Pleasant View– In Progress – same contractor

10) 2026 Interments/activity

Hildegarde Devino – May 1st -Full burial, Plains Cemetery

2 others – No further progress

Hall – Pleasant View Cemetery -no progress -

Rogers – straighten out the 6 lots no progress to date.

11) FY 27-28 Budget Planning Discussion

Move requesting level funding from Selectboard for 2026-27 - \$9,000 – approved. (\$5,800 for mowing, and the rest for cleaning, restoration, etc.) The perpetual care funds we cannot touch for operational aspects of the Cemeteries.

12) Lot Sales –

Cloverdale – 2 lots purchased in full & 2 lots - partial payment

Pleasant View – Single lot

Plains – Single lot

Others discussed but in progress

13) 250th US Birthday -Lynn described the work that was completed about Rev. War Veterans. Their Bios were posted in the Westford Town Monthly Newsletters and on Display at the Westford Historical Society. – Outstanding job.

The town Veteran's Monument is still on the horizon. Glenn mentioned that it would be nice to have a proposal (outline of ideas/costs) to be flushed out over time so we could submit a proposal for possible grants. We need to do some work on this. (Location, type monument, cost, timing, grants possible).

14) Other business: The Westford Cemetery Commission request that the stipend that goes to the chair be increased to **\$600/annum effective 1 July 2027**. Oct. 22nd, Selectboard meeting. Glenn and Steve to draft up the proposal and give to board. Flags, lots, marking, monitor mowing, phone calls, monitor burials, lot sales. 5 hours/week.

Adjourn at 10:50 am