

RECEIVED

APR 17 2014

TOWN CLERK  
ACTON

**MINUTES OF : Meeting of the Cemetery Commissioners**

**MEETING POSTED: YES**

**DATE: 3/12/2014 TIME: 2:00pm PLACE: Town Hall Room 126**

**MEMBERS PRESENT: Brewster Conant, Joe Will**

**ALSO PRESENT: Shawn O'Malley, Aliura Overstreet, Tom Tidman, Dean Charter Dir. Municipal Properties, Frank Ramsbottom Building Inspector**

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**MEETING CALLED TO ORDER AT:**

**OLD BUSINESS:**

Review and sign minutes from last meeting. Minutes signed, no revisions.

Discuss re-purposing 2 warrant articles for cemetery storage buildings.

Brewster Conant would like to know Deans opinion on putting an addition on to the Kennedy Service Building that would be a 1 bay garage with an ADA (Americans with Disabilities Act) compliant entrance to the office with an accessible restroom. Dean feels that it certainly would be a possibility but feels the first step would be to arrange a meeting with the Town Manager to view the building, and solicit his approval to re-purpose some of this warrant article money for a design proposal (approx. 50,000), Dean feels that the scope of this renovation could potentially cost a lot more than the available funds in the two warrant articles. Brewster will attempt to arrange a date with the Town Manager to discuss the project.

Morrison Report – Nothing to report.

Temporary access ramp to the Chapel 2'3" rise. Also ADA (Americans with Disabilities Act) compliance requirements.

Frank Ramsbottom feels that at some point in time we may be forced into making the Chapel ADA compliant, however right now it does not get used enough to constitute such a large monetary undertaking. If we were to have a temporary access ramp available upon request it should be approved by the AAB (Architectural Access Board) before purchasing it. Frank will provide the contact information for us to follow up on.

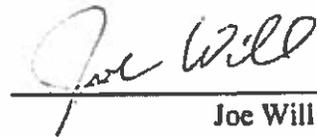
Discuss updating the Master Plan of the cemeteries (last done @ 1974 by Greever & Ward).

Brewster Conant feels that there have been significant changes to the Conservation Regulations that may have a large impact on the Master Plan as it was created back in the 1970's. He will call Greever & Ward to consult with them and see what they suggest.

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Brewster Conant

  
William A. Klauer

  
Joe Will

**NEW BUSINESS:**

An update of the Crew activities and any concerns since the last Cemetery Commissioners meeting by Crew Chief Shawn O'Malley.

Nothing significant to report.

Review the Memorial Day expenses for seed, fertilizer, flowers, and trust required baskets and bouquets.

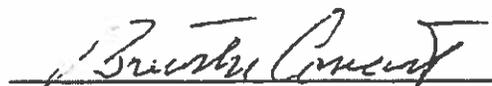
Motion to pass the approved expenditures at \$1858.00 for flowers, \$900.00 for baskets and bouquets, \$2300.00 for seed and fertilizer. 2<sup>nd</sup>, passed.

Documents presented:

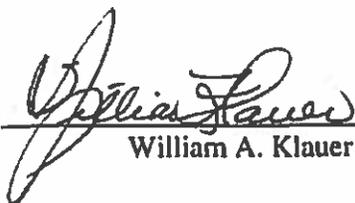
Spreadsheet of Memorial Day Expenses

Meeting adjourned at : 3:20pm

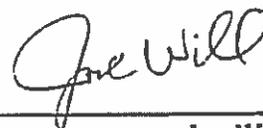
Next meeting scheduled for: April 9, 2014



Brewster Conant



William A. Klauer



Joe Will

PO fund costs for seed fert pla

Seed & Fertilizer		Richey & Clapper V# 578					
7026	\$ 1,150.00						
7028	\$ 1,150.00						
<b>TOTAL</b>	<b>\$2,300.00</b>						
BARTLETTS		V# 61					
Type	# Trays	Cost / Tray	Sub total	PO Breakdown			
Impatiants 4.25"	7	\$15.90	\$110.60	7023	\$	337.81	
Begonia 4.25"	4	\$18.00	\$72.00	7032	\$	337.81	
Vinca Vine 4"	1	\$18.00	\$18.00	7040	\$	337.81	
Dahlia	3	\$16.00	\$48.00	7028	\$	337.81	
Coleus 4.25"	4	\$18.00	\$72.00	7026	\$	337.81	
Dusty Miller 4.25"	3	\$12.00	\$36.00				
Gazinia 4.25"	5	\$18.69	\$93.45	<b>TOTAL</b>	<b>\$</b>	<b>1858.49</b>	
Marigolds	4	\$18.00	\$72.00				
Petunias	6	\$18.00	\$108.00	VSO account			
Verbena Tuscany	2	\$18.00	\$36.00	84 doz ger	at 21.00/doz	\$	1,764.00
Zinla	3	\$18.00	\$54.00	PRIDE instead of Yours Truly			
	0	\$18.69	\$0.00				
	0	\$18.69	\$0.00				
Geraniums 4.25"	44	\$21.00	\$924.00				
pride instead of yours tr	0	\$21.00	\$0.00				
Delivery Charge		\$45.00	\$45.00				
<b>Totals</b>	<b>88</b>		<b>\$1,689.05</b>				
PO Break Down	Fund #	Fund name	Basket	Amount	Bouquet	amount	Total
Rose of Sharon	7014	Watson	4	\$ 120.00		\$ -	\$ 120.00
V# 596	7015	Holt & Scott	1	\$ 30.00		\$ -	\$ 30.00
	7016	Dr. Rbt Davis	1	\$ 30.00		\$ -	\$ 30.00
	7017	Hayward	1	\$ 30.00		\$ -	\$ 30.00
	7019	Whitney	1	\$ 30.00		\$ -	\$ 30.00
	7022	Robbins Woodlawn	1	\$ 30.00		\$ -	\$ 30.00
	7023	Jenks Family	2	\$ 60.00		\$ -	\$ 60.00
	7024	EJ Robbins & Desc		\$ -	2	\$ 30.00	\$ 30.00
	7025	Desmond	1	\$ 30.00	1	\$ 15.00	\$ 45.00
	7029	Appleyard	2	\$ 60.00		\$ -	\$ 60.00
	7030	Raymond lot	1	\$ 30.00	1	\$ 15.00	\$ 45.00
	7031	Smith	2	\$ 60.00		\$ -	\$ 60.00
	7032	Hosmer	1	\$ 30.00		\$ -	\$ 30.00
	7033	Wetherbee	3	\$ 90.00	3	\$ 45.00	\$ 135.00
	7034	Jones		\$ -	1	\$ 15.00	\$ 15.00
	7035	Blanchard	1	\$ 30.00	1	\$ 15.00	\$ 45.00
	7036	Conant Family		\$ -	2	\$ 30.00	\$ 30.00
	7037	Knowlton	1	\$ 30.00		\$ -	\$ 30.00
	7039	Wells	1	\$ 30.00	1	\$ 15.00	\$ 45.00
			24	\$ 720.00	12	\$ 180.00	\$ 900.00