

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

MEETING POSTED: YES

DATE: 5/14/2014 TIME: 2:00pm PLACE: Town Hall Room 126

RECEIVED  
JUN 20 2014  
TOWN CLERK  
ACTON

MEMBERS PRESENT: Brewster Conant, Bill Klauer, Joe Will

ALSO PRESENT: Shawn O'Malley, Allura Overstreet, Rob Haddad, Franny Osmon, James Norton, Chris Norton

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MEETING CALLED TO ORDER AT: 2:00pm

**OLD BUSINESS:**

Review and sign minutes from last meeting.

Motion to accept, 2<sup>nd</sup>, passed.

Discuss Paul Nelson's Eagle Scout project regarding the flag retirement pit in Woodlawn.

Shawn O'Malley advises that the fire pit site has been excavated, is square in shape and no unsightly debris has been left out.

Discuss Chris Norton's Eagle Scout project in Forest Cemetery.

Attached documents presented for the Commissioner's approval to proceed with his project. Motion to move forward contingent upon further review and updates, 2<sup>nd</sup>, passed. Brewster Conant signed the project review.

Access to Chapel and Kennedy Service Building.

Access issues presented to new Selectman Franny Osmon, she will present concerns to the Board of Selectmen.

Sign the Heath Hen Meadow Agreement.

Motion to accept as written, 2<sup>nd</sup>, passed. Brewster Conant signed same.

Also a draft for the use of the trails abutting Woodlawn Cemetery was presented for future consideration.

Woodlawn paving project.

Motion \$25,000 be paid out of Hosmer/Noyes fund, Old Per-Care and New Per-care funds contingent upon the Town's matching contribution, 2<sup>nd</sup>, passed.

Morrison Committee.

Brewster Conant states he left a message for Mrs. Ashton to notify the Commission of any site work dates. No further updates available at this time.

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Brewster Conant

  
William A. Klauer

  
Joe Will

**NEW BUSINESS:**

Discuss the purchase of a new lowering device and one set of greens.

Shawn O'Malley requests the Commissioners grant their approval and funds to purchase a new lowering device, rollers, and crank as well as one set of cemetery greens. Bill Klauer motioned to purchase two lowering devices, rollers and cranks and one set of cemetery greens for a total amount of \$6500.00 to come out of Old Per-Care, 2<sup>nd</sup>, passed.

Discuss the Rules & Regulations regarding the placement and removal of items from graves, in particular graves with no monument.

Mr. Haddad, owner of a single grave lot in Mt. Hope expressed concerns over a missing memento that disappeared off of the flush marker. The ornament had been there for 16 months and he was upset to find it missing. He was handed a copy of the Rules and Regulations with specific sections highlighting his area of concern. Shawn O'Malley stated that the crew tries to be very conscientious of moving items for mowing and putting them back in their places, however there are a multitude of other circumstances beyond our control that could have contributed to the item having gone missing. The Crew Chief would like to reiterate that placing items on graves is done at your own risk and the Town is not responsible for damaged or missing articles. Shawn suggested that Mr. Haddad put a potted plant on the flush marker and place the ornaments in the pot for easier removal. Mr. Haddad was amenable to the suggestion.

List of documents presented for consideration:

Lazaro quote  
Rules & Regulations  
American Cemeteries quote  
Richey & Clapper quote  
Chris Norton Eagle Scout project paperwork  
Draft of the Use of Wooded Areas of Woodlawn Cemetery

Meeting adjourned at : 3:20pm

Next meeting scheduled for: 6/18/2014

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Brewster Conant

William A. Klauer

  
Joe Will



# Lazaro Paving Corp.

800 Mt. Laurel Circle, Shirley, MA 01464  
 (978) 425-2551 FAX (978) 635-9378  
 www.lazaropaving.com

<b>To:</b> Town Of Acton - Conservation	<b>Contact:</b> Tom Tidman
<b>Address:</b> 472 Main Street Acton, MA 01720	<b>Phone:</b> 978-929-6634 <b>Fax:</b> 978-264-9630
<b>Project Name:</b> Woodlawn Cemetary Paving	<b>Bid Number:</b>
<b>Project Location:</b> Woodlawn Cemetary (Concord Road), Acton, MA	<b>Bid Date:</b> 5/12/2014

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Reclaim Existing Asphalt Pavement, Haul And Dispose Of Any Excess Material, Fine Grade And Compact	2,200.00	SY	\$2.87	\$6,314.00
2	Machine Pave 1.5" Bituminous Concrete Binder Course And 1.5" Bituminous Concrete Top Course	367.00	TON	\$119.00	\$43,673.00

**Total Bid Price: \$49,987.00**

**Notes:**

- **Escalation Clause:** Prices quoted are based on the latest posted MHD prices on liquid asphalt. The base price for this quote is \$615 per ton. Any changes in the price of liquid asphalt will necessitate an extra charge of \$.055 per ton for every \$1.00 per ton increase in the price of liquid asphalt.
- This quote is based on ONE mobilization. If additional mobilizations are required to complete the work, there will be a negotiated additional charge.
- The total thickness of bituminous concrete shall be the average compacted thickness installed.
- Lazaro Paving will not be responsible for damage to unmarked irrigation systems or utilities.
- Police detail, traffic and safety control by others. If necessary, buyer is responsible for notifying city or town officials of work, and paying for fees, permits, inspections etc.
- Lazaro Paving will not be responsible for damage to unmarked or buried structures, castings, etc.

**Payment Terms:**

Net cash upon completion of each segment, subject to credit approval. No retainage to be withheld without written permission of Lazaro Paving Corp. Should the account become delinquent the customer unconditionally promises payment of all expenses related to collection, but not limited to interest and attorney's fees.

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b>          Lazaro Paving</p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Ryan Lazaro          (978) 425-2551 ryan@lazaropaving.com</p>
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**TOWN OF ACTON**  
**CEMETERY DEPARTMENT**

**RULES AND REGULATIONS**

**Revised November 14, 1989**

No interments are made on Sunday or on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day or Christmas Day.

### OWNERSHIP

No lot shall be sold to any association, group or organization.

The right granted to the owner of any lot or grave is a sole and exclusive right of burial of the human dead, and of the erection of monuments or markers, subject to the regulations as they may exist from time to time.

The proprietor of the right of burial, or the heirs, shall not grant, sell, alienate or convey the right of burial to anyone without first presenting written notice for the approval and consent of the Commissioners. Any owner of a right of burial who wishes to sell his lot, shall so advise the Commissioners, who will repurchase the lot for the same sum that was paid by the owner when the lot was purchased, provided that there are no interments or foundations in the lot.

All burials shall be under the personal charge of the Superintendent of Cemeteries or his designee. No interments shall be made without the permit(s) required by the laws of the Commonwealth, Town or Department and a signed order from the owner or representative of the lot. No interment shall be made until the fees provided for in the rate schedule adopted by the Commissioners have been paid.

Any outstanding obligation due the Town, such as Perpetual Care, must be paid before any grave is opened.

The Cemetery Department shall not be held responsible for any order given or mistake occurring due to the lack of precise and proper information or instructions as to the particular space, size and location in the lot where an interment is desired.

The Cemetery Department reserves the right to correct any errors that may be made by it in making interments or removals, and shall not be held liable due to the failure of any device to operate normally or to conditions beyond its control.

All non-cremated interments shall be made in a concrete box of one-piece construction with a one-piece cover sufficient to permanently support the weight above it.

No grave shall be opened by any person not so authorized by the Cemetery Department.

### MONUMENTS

Orders for upright monuments or flush markers, or for inscription work, cleaning, repairing or removal of monuments or markers must be in writing. Order blanks are furnished by the office. They are to be filled in by the supplier, signed by the lot owner or representative, and returned to the office for approval.

Only one upright monument is allowed on a lot. It must be centered on the lot.

Only one flush marker is allowed per grave space. It may be of a size sufficient to contain the information for two interments.

On all single graves, and on certain other lots, only markers flush with the ground are allowed.

All foundations must be installed by Cemetery Department personnel.

No monuments or markers will be placed or any lettering allowed, on any lot that has not been placed under Perpetual Care.

Foundations ordered between May 1 and Memorial Day may not be installed until after Memorial Day.

Foundations must be paid for in advance of construction.

### MAXIMUM MONUMENT SIZES

2-GRAVE LOT	BASE 3'6" X 1'2"
3-GRAVE LOT	BASE 4' X 1'2"
4-GRAVE LOT	BASE 5' X 1'2"

The maximum overall height of 3 feet on all monuments is the above-grade total of the base plus the die.

All bases must be a minimum of 2 inches larger on all sides than the die.

If a non-conforming monument is desired, a request must be presented to the Cemetery Commissioners for their approval.

### RESTRICTIONS AND GENERAL CARE

Flowerbeds may be planted in front of an upright monument only. The flowerbed shall not exceed the length of the monument nor have a width of more than twelve inches.

A Flower Fund may be established to provide for a flower bed in front of an upright monument. The money paid to establish this fund will be deposited in the Perpetual Care Fund and proper record shall be kept by the Superintendent as to pertinent data as required by the donor.

In Woodlawn and Mount Hope Cemeteries, planting of shrubs is allowed in sections 1 through 7 only, on lots of at least four grave spaces. Permission must be obtained at the Cemetery office for the planting of shrubs. Planting will be done by the Cemetery Department personnel only, with the shrubs being provided by the lot owner.

On lots where shrubs are allowed, at the time of planting, there will be an additional Perpetual Care charge per shrub. This charge is for care only, not replacement.

If any tree or shrub on any lot or grave becomes unsightly, detrimental, or proves inconvenient to the performance of work on the lot or on neighboring lots, it shall be the responsibility of the Commissioners to order its removal. Shrubs are not to exceed an approximate height of three feet.

\* No items are to be attached to, placed in or hung from cemetery trees or shrubs, nor are poles or posts to be placed to accommodate such items.

No urns, boxes, markers, boxed wreaths, fences, curbing, hedges, trees, ornaments or memorials of a permanent nature shall be placed upon any grave or lot without the approval of the Superintendent.

\* No artificial flowers are allowed from April 1 through November 31. With the exception of living potted plants, all articles will be removed on April 1.

Vigil lights, crushed stone or bark around a monument or marker, glass or tin cans as flower containers, or cement urns are not allowed.

Flowers brought into the cemetery for decoration, must not be carried out of the cemetery except by the permission of the Superintendent.

\* The Cemetery Department is not responsible for flowers or any other decorations placed on graves or lots.

No one may gather flowers in the cemeteries, either wild or cultivated, without prior consent of the Superintendent, nor shall anyone mark, deface or injure any monument or other structure within the cemeteries.

\* Unless picked up by the owners, potted flowers will be removed and disposed of, at the discretion of the Superintendent, ten days after Memorial Day. Usually, they are placed in flowerbeds within the cemetery.

\* Plants, flowers or any other decorations on a lot will be removed by the department personnel if, for any reason, they present a safety hazard or become unsightly.

Any refuse is to be discarded in the trash receptacles provided.

Behavior unbefitting the sanctity of a cemetery is prohibited.

Children are not allowed in the cemeteries except when accompanied by their parents or by an adult having them in charge.

No sign or lettered boards of any kind will be allowed in the cemeteries.

No firearms are allowed within the cemetery, except for use in military salutes.

\* Where no upright monument has been erected, under no condition shall the sod be broken or removed. Flower pots shall be placed on the flush marker so they do not cause injury to the grass.

Permission must be obtained from the Superintendent prior to any gravestone rubbings being done.

Dogs are not allowed in the cemeteries.

\* The Superintendent shall have direct charge of the cemeteries under his care. He is empowered, with or without the intervention of the Cemetery Commissioners, to enforce these rules and regulations.

The Cemetery Commissioners shall have the authority to grant permission to proprietors to depart from the provisions of the forgoing regulations

in cases where it clearly appears that the spirit and intent of the regulations will not thereby be violated.

\* The above rules and regulations have been compiled to protect your rights as a lot owner, and to enhance ease of maintenance and safe working conditions for our employees.

The Cemetery Commissioners reserve the right to revise and/or amend the above rules and regulations at any time.

We recommend that you inquire about the latest revision of our Rules and Regulations. Direct your questions to the Cemetery Department office by calling (978) 929-6642, or by email at [cemetery@acton-ma.gov](mailto:cemetery@acton-ma.gov) or by writing to:

Cemetery Department  
472 Main Street  
Acton, MA 01720

Cemetery Commissioners:  
Brewster Conant  
William Klauer  
Joe Will

# American Cemetery Supplies, Inc.

2001 Laigh Road  
 Portsmouth, VA 23701  
 Phone: (800) 515-0400 Fax: (757) 488-1589

**Quotation# 011031**

Account ID 01720A	Contact Allura or Shawn	
Customer PO None	Telephone (978) 929-8642	Facsimile

Bill To:

Town of Acton Cem Dept.  
 472 Main St.  
 Acton, MA 01720

Ship To:

Town of Acton Cem Dept.  
 472 Main St.  
 Acton, MA 01720

Special Order  Drop Ship

Quote Date	Comments		Special Instructions			Terms
05/12/2014	Imp LD,RlrBars,Crank,SafetyStraps		Please pay by invoice.			UN
Ship Via	Date Required	FOB	Prepared By	Order#	Salesperson	
NONE	05/12/2014	Factory	BNH		Brittany H	
Quantity	Item#	Description			Price	Total
1 EACH	91-3IMP 5502S	Frigid CM StainS Imperial Dev Casket Lowering Device by Frigid. Plain.			\$2,340.0000	\$2,340.00
1 SET	24052	Roller Bars Aluminum Set of 3 Each Set has Three Economy Bars. One of these bars comes with a brake. 43" long, 3" wide, and 1-1/2" deep. Rollers are 9" long.			\$445.0000	\$445.00
1 EACH	22700	Low Device Crank for Frigid byACS w/Wood Economy Crank for Frigid Lowering Device manufactured by ACS. Crank Is made of brass with a wooden handle. To fit a Frigid Lowering Device. 5/16"			\$16.9500	\$16.95
1 EACH	22542	Lowering Device Safety Straps Pair 48" Sold by the Pair. Green Poly. 4" wide.			\$29.0000	\$29.00

**Comments**

Thank you for calling American Cemetery Supplies. We appreciate the opportunity to provide this quote to you. Pricing is subject to change without notice. All items are FOB factory and shipping will be added on upon completion.

Sub Total	\$2,830.95
0% Tax	\$0.00
Freight	\$140.74
<b>Grand Total</b>	<b>\$2,971.69</b>
Deposit	\$0.00
Balance	\$2,971.69

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

DATE
5/13/14
TIME
14.35
SALESMAN
011/011
STORE
1



Rickey & Clapper, Inc.  
 33 Boston Post Rd Sudbury MA 01776  
 P 978-443-1333 F 978-443-1311  
 www.RickeyandClapper.com

INVOICE
513746
P/O NUMBER
WORK ORDER
PAGE
1 of 1

(978) 264-9644

<b>BILL TO ACCOUNT</b> 4100
TOWN OF -ACTON, CEMETERY DEPT 472 MAIN ST ACTON, MA 01720

<b>SHIP TO ACCOUNT</b>
TOWN OF -ACTON, CEMETERY DEPT 472 MAIN ST ACTON, MA 01720

Tax Exempt # 046-001062

Open Monday thru Friday 8am to 5pm Saturdays 8am to 1pm	CUSTOMER PICKUP Shipped VIA:
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ORD	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
3X3 CREMATION PIECE - TWO TEES AND TWO 6X8 CEMETERY EMAIL TO CEMETERY ACTON-MA.GOV								
1	1		CEM	GRASS-PIECES-3X3	GRASS PIECE 3X3		29 99	29 99
1	1		CEM	LINER-BOARDS-SET	GRASS SET 2-TS 2-6X8		429 99	429 99

QUOTE ONLY

<b>SUB TOTAL</b>	459.98
<b>MISC</b>	0.00
<b>LABOR</b>	0.00
<b>Tax: 6.250</b>	0.00
<b>DOWN PAYMENT</b>	
<b>INVOICE TOTAL</b>	459.98

Terms: Net 30 Days from Date of Invoice. Finance Charge of 2% per Month will be Charged on Balances Over 30 Days. min charge of \$ 50  
 A 15% restocking fee is charged on all returns. There are no returns on special orders or electrical parts. See all order parts not returned within 60 days  
 of date being received by R&C will be disposed of - no refunds will be allowed. No returns of service warranties without a receipt. The manufacturers  
 factory warranty applies and R&C warrants with respect to the sale of its items.



# Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name **Christopher D. Norton**

## **Eagle Scout Requirement 5**

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

## Eagle Scout Service Project Proposal, continued

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### Supplies *(Supplies are things you use up, such as masking tape, tarps, and garbage bags )*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

The supplies that I need are: garbage bags, bug spray, notepads and writing utensils for gathering research

### Tools

What kind of tools, if any, will you need?

The tools that I need for the sign are: levels, saws, drills, drivers, brushes, shovels.

### Permits and Permissions *(Note that property owners normally secure permits )*

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them?

I do not anticipate any required permits and I am working with the Cemetery Commission for approval of the sign

### Preliminary Cost Estimate

*(You do not need exact costs. Reviewers will just want to see if you can reasonable expect to raise enough money to cover an initial estimate of expenses )*

*(Enter your estimated expenses.)*

Items	Cost	Fundraising Explain where you will get the money for total costs indicated below, left.
Materials	\$400	Bake Sale possibly at Donelans
Supplies	\$20	
Tools	\$0	
Other*	\$50	
<b>Total costs:</b>	<b>\$470</b>	

\*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

### Project Phases *(You may have more than eight phases, or fewer, as needed, if more, click the button to add a phase.)*

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Find sign company
2. Complete Final Plan
3. Outreach for helpers
4. Complete research for sign
5. Finalize sign with company
6. Construct sign
7. Place Sign
8. Fundraising



## Eagle Scout Service Project Proposal, continued

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### Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed

Date

### Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed

Date

\*While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (\*). However, council or district approval must come after the others.

# TERMS OF AGREEMENT

## FOR USE OF THE WOODED AREA OF WOODLAWN CEMETERY AS A TEMPORARY EXTENSION OF THE MORRISON FARM TRAILS

For the purposes of this agreement, the Director of Municipal Properties and the Conservation Commission authorize the Land Stewardship Committee (LSC) to be trail stewards of the forested part of the Morrison Farm property and the abutting forested part of Woodlawn Cemetery (the cemetery).

As trail stewards, the LSC will perform normal trail maintenance activities, such as clearing trash, trees and branches from trails. However, the LSC will post no signs, blazes, or other trail markings on cemetery land without the consent of the Cemetery Commission.

Users of the forested land described above must enter its trails by way of Morrison Farm or by the cemetery dirt road adjacent to the forest at the east end of the cemetery, always in accordance with cemetery regulations, such as those concerning cars, pets, and noise, and with regulations that apply to Acton Conservation Land. Users may not park on cemetery roads. Parking is available at Morrison Farm and at the soccer field along Concord Road. If parking at the soccer field, users must stay on the soccer field land to get to the dirt road.

Users of this land shall conduct themselves in such a manner that no one attending a funeral or visiting a cemetery lot shall be aware of their presence.

This agreement shall be effective for a period of five years from the date shown below, and then be renewed for an additional five-year term unless the Cemetery Commission gives the Land Stewardship Committee and the Director of Municipal Properties at least 60 days notice of an intent not to renew. As a means of encouraging continued amicable communication between the parties concerned, the Cemetery Commissioners shall periodically review the terms and the impact of the agreement, if any, on the cemetery, and report to the Land Stewardship Committee and the Director of Municipal Properties any issues that should be resolved to allow the agreement to continue to renew. Concerns of any party of this agreement shall be discussed between the signing authorities in order that they may be rectified prior to review of the agreement.

\_\_\_\_\_  
Chairman of the Cemetery Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acton Director of Municipal Properties

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acton Director of Natural Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the Land Stewardship Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the Conservation Commission

\_\_\_\_\_  
Date

# TERMS OF AGREEMENT

## FOR USE OF THE WOODED AREA OF MOUNT HOPE CEMETERY AS A TEMPORARY EXTENSION OF THE HEATH HEN MEADOW TRAILS

Mount Hope Cemetery (the cemetery) may be used as an entrance to or an exit from the trails, but only in accordance with cemetery regulations, such as those concerning cars, pets, and noise.

No signs, blazes, or other trail markings are to be posted on cemetery land by the Land Stewardship Committee without the consent of the Cemetery Commission. Other normal trail maintenance activities are allowed such as clearing trees and branches from trails, and adding removable boardwalks or other structures to avoid muddy areas.

No litter is to be left on the premises.

The conduct of persons using the wooded area of the cemetery shall be such that no one attending a funeral or visiting a lot shall be aware of their presence.

This agreement shall be effective for a period of five years from the date shown below, and then be renewed for an additional five-year term unless the Cemetery Commission gives the Land Stewardship Committee and the Conservation Commission at least 60 days notice of an intent not to renew. As a means of encouraging continued amicable communication between the parties concerned, the Cemetery Commissioners shall periodically review the terms and the impact of the agreement, if any, on the cemetery, and report to the Land Stewardship Committee and the Conservation Commission any issues that should be resolved to allow the agreement to continue to renew. Concerns of any party of this agreement shall be discussed between the signing authorities in order that they may be rectified prior to review of the agreement.



Chairman of the Cemetery Commission



Date

Chairman of the Conservation Commission

Date

Chairman of the Land Stewardship Committee

Date