

MINUTES FORM

Please send a copy after each meeting to Town Hall

DATE _____

MINUTES OF:	TOW	ACTION
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Meeting of Cemetery Commission

Meeting posted: yes, no

Date: January 8, 1997 Time: 2:00 p.m. Place: Kennedy Service Building

Members present: E. Bailey, D. MacLennan, B. Conant

also present: T. Tidman, D. Lee, N. Howell

1. Meeting called to order at 2:05 p.m.
2. Minutes of the December 11 meeting were unanimously accepted as presented
3. Updates
 - A. Amended copies of Commissioners Report, and Veterans' Graves, as presented for the Annual Report, were distributed
 - B. Because of the recent lack of snow on the ground, the crew has been able to clean up considerable debris
 - C. The monument that was tipped over when a branch fell in the storm, has been reset - it was not broken, though two flag standards scratched it a bit
 - D. Bill Angell has completed installation of the software needed on our computer. As soon as the difficulties at the Town Hall are resolved, we should be fully operational
 - E. Tony is going to check the wording of the tree grant to ascertain that the money received from the grant can be deposited in the cemetery trust funds from which it was originally taken
4. New Business
 - A. Brewster brought an article titled "The Business of Bereavement", from the January 4th 1997 issue of THE ECONOMIST. Copies were made and distributed
 - B. There was a discussion re: fewer interments in 1996 than in 1995 and of these, the number of cremation interments was double those of the previous year. This contributed greatly to the decrease in revenue turned in to the General Fund in 1996.
 - C. The department heads will present their fy98 budgets to the Board of Selectmen and Fin. Com. this Saturday. Natural Resources & Cemeteries is scheduled for approx. 1:30 p.m. Tom welcomes any of the Commissioners who wish to attend.
5. Deeds were signed
6. Next meeting: Wednesday, February 12, 1997 at 2:00 p.m.
7. Meeting adjourned at 2:30 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: February 12, 1997 Time: 2:00 p.m. Place: Kennedy Service Building

Members present: E. Bailey, D. MacLennan, B. Conant
also present: T. Tidman, D. Lee, N. Howell

1. Meeting called to order at 2:05 p.m.
2. Minutes of the January 8th meeting were unanimously accepted as presented
3. Updates
 - A. The Selectmen have approved and funded our budget for five additional clerical hours per week
 - B. The Selectmen have approved and funded our budget for the office furniture and lateral file cabinets we requested
 - C. Inmates from MCI Concord worked at Woodlawn Cemetery for two days helping us cut and clear brush
 - D. By the end of the day today, the piles of debris at Woodlawn Cemetery and the Chapel will all have been burned. Because we do not have an available water source at Mount Hope Cemetery, we can't burn there unless there is a significant snow cover
4. New Business
 - A. Janet Turley funeral service 11:00 in Concord; arriving in Woodlawn @12:00 Fri.
 - B. We estimate that the Cemetery Land Fund presently has a balance of a little over \$ 50,000.00
 - C. There was a discussion about the Morrison property. The Commissioners regret that the land fund is not of sufficient size to acquire a portion of the property. This is probably the last time land abutting Woodlawn Cemetery will be available for purchase
 - D. Tom told us about the Land Stewardship Committee and their desire to improve the paths from the Heath Hen Conservation through the cemetery property at the rear of Mount Hope Cemetery
 - E. After discussing the need for a new pull-behind broadcast spreader, the Commissioners authorized Dave to spend up to \$350.
5. Next meeting: Wednesday, March 12, 1997 at 2:00 p.m.
6. Meeting adjourned at 3:00 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ March 5, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ E. Bailey, D. MacLennan, B. Conant _____
also present: _____ D. Lee, N. Howell _____

1. Meeting called to order at 2:05 p.m.
2. Minutes of the February 12th meeting were unanimously accepted as presented
3. Deeds and bills were signed
4. Linda McElroy, Chair. of the Land Stewardship Committee, attended a portion of the meeting to explain to the Cemetery Commissioners her committee's desire to extend the existing upland trail at Heath Hen Meadow, and to create a new trail system that would incorporate the as yet undeveloped area at the rear of Mount Hope Cemetery and also eventually connect with Stow's Sargent Farm Conservation Land. Incorporation of the Cemetery land into this plan would add about ½ hour to the walk. She is seeking the Commissioners' approval for the future construction of two bridges to connect the Heath Hen trails to the fire roads at the rear of Mount Hope Cemetery.

Concerns raised at the meeting:

Would complaints from individuals visiting Mount Hope on cemetery related business increase because of additional recreational use of the property?

Entry access and the additional vehicles would cause an additional emotional burden and traffic problems at the time of a funeral.

Possibility of increased vandalism in the woods, i.e. fires.

Increased vandalism within the developed portion of the cemetery if the bridges would accommodate motorcycles and provide them with alternative entry and escape routes.

Additional work load for Natural Resources/Cemetery personnel - trail maintenance and plowing snow from additional and/or expanded parking lots.

We limit signs for our own use in the cemeteries. No signs should be posted on cemetery land.

In an effort to cooperate with other Town interests, the Commissioners agreed to let the Woodland field on Concord Rd. be used by the Youth Soccer League for a period of ten years, to give the Town time to obtain and develop other recreational areas. They questioned the wisdom of the expenditure of such a large amount of the league's funds to drive a well and install a sprinkler system on this field when the time left for its use for recreational purposes was so limited, but accepted the word of the league's representative that there would be no resentment when the cemetery needed to develop further. Now they are being asked to allow a portion of another cemetery for recreational use, and they are concerned that because of the more extended period of time before expansion reaches that point, the citizens will be even more resentful of the loss of established walkways.

If agreement is given, it shall be on a renewal basis to be granted by the Cemetery Commissioners every two years, at which time they will review how the area is being used and cared for and the impact this use is having, if any, on the developed portion of the cemetery.

The Commissioners would like to have the legal aspects checked, and to have written assurance from Town Council that when this land is needed, its use for cemetery purposes will be unquestioned.

To better understand the Land Stewardship's request, a sight walk will be arranged at the convenience of the Commissioners and Land Stewardship Committee.

5. A Memorial Service for Carl Young is scheduled at Woodlawn Chapel on Thursday, March 6th.

6. Updates

While getting prices for the tag-along spreader, Dave is also getting prices for fertilizer and grub control. From prices already received, the combination will cost between \$5,200.00 and \$5,600.00.

7. Next meeting: Wednesday, April 9, 1997 at 2:00 p.m.

8. Meeting adjourned at 3:05 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ April 9, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ E. Bailey, D. MacLennan, B. Conant _____
also present: _____ D. Lee, N. Howell _____

1. Meeting called to order at 2:10 p.m.

2. Minutes of the March 5th meeting were unanimously accepted as amended

3. Updates

The commissioners discussed the site-walk of the Heath Hen conservation area and the rear of Mount Hope Cemetery, which was conducted on March 20th by Barbara Smith, and attended by the three commissioners, T. Tidman and D. Lee

They would still like confirmation from Town Council that granting this request would not jeopardize the cemetery's claim to the land for interment purposes in the future

They asked Nancy to rough out an agreement that they can use as a basis for the final draft

Dave informed the commissioners that the bids for the spreader, fertilizer, and grub control came in as follows: Gold Star \$7,345.20; Acton True Value \$8,265.00 (they could not fill all items on the bid); Norfolk Power Equipment \$5,482.15; Richey & Clapper \$5,476.06; Lesco \$5,043.40 (they could only provide a 2% of Merit, not the more effective 3% we asked for).

The commissioners unanimously agreed to accept the bid of Richey & Clapper, who came in with the lowest price of the three firms that met all of our specifications.

The commissioners were informed that an account has been set up for the Heritage Tree Care Grant. The purchase order for Davey Tree and Lawn Beauty of Concord, MA, has been written with \$2,400.00 charged to New Perpetual Care and \$2,400.00 charged to the Grant account.

4. New Business

The Commissioners reviewed the VCC report. Ed Bailey's term expires this year and he expressed his desire to be reappointed. Nancy will fill out the report and return it by April 15th

Nancy informed the Commissioners that Donald Gray Robbins, of Venice, FL, who has been very actively researching the Robbins family tree, and who regularly communicates with both Brewster and Betsy Conant and with Nancy, will be in this area on April 28th. He will be meeting his first cousin, George LaForest Robbins, of New Harbor, ME, and showing him around Woodlawn Cemetery.

Dave reported that he and his crew will be installing the underground conduit for the wiring of the alarm system at the Kennedy Service Building. D. Charter, Dept. of Municipal Properties will be supplying the materials needed.

5. Next meeting: Wednesday, April 11, 1997 at 2:00 p.m.

6. Meeting adjourned at 3:10 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ May 14, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ E. Bailey, D. MacLennan, B. Conant _____
also present: _____ T. Tidman, D. Lee, N. Howell _____

1. Meeting called to order at 2:05 p.m.

2. Minutes of the April 9th meeting were unanimously accepted as amended

3. Updates

The starter fertilizer has been put out. The fertilizer with Merit has not been applied yet.
Heritage Tree Care - Davey Tree & Lawn Beauty started on Friday, was in again on Tuesday, and said
they would probably be in one more day. They should be through this week.

The underground conduit for the wiring of the alarm system at the Kennedy Service Building has been
installed from the pole to the building.

4. New Business

Vandalism

At Mount Hope Cemetery, we have had to repair turf damage three times since our last meeting
At Woodlawn Cemetery, a large pot of pansies was stolen from one lot and within 50ft. of this
location, a granite lot marker @ 8" x 8" x 8", with the letter 'B' on the top, was removed from
the corner of a lot.

Mrs. Dickson's letter re: tree overhanging her house. We will try to remove the tree this winter.

Upright marker request - George Robbins has requested permission to place an upright marker,
matching the other markers in the row, at his mother's future grave space. The Commissioners
unanimously granted his request. This will be the last upright marker allowed on the lot. The front
row of interments will be flush markers only.

Backhoe

The Highway Dept. has to send the backhoe to the dealer for replacement of the ring-gear on the
flywheel at a cost of between \$1,500. - \$2,000. D. Howe of the Highway Dept. informed Dave
that the budget for repairs to our equipment for this fiscal year has been exhausted.

Because the backhoe is vital to our operation, Dave has asked the Commissioners if they will allow
the repair to be charged to the New Perpetual Care account.

The Commissioners unanimously agreed to pay for the repairs from New Per-Care, but noted that
this bill and the sudden opportunity to take advantage of the matching Heritage Tree Care Grant
will seriously effect our projected schedule for equipment replacement.

Dave attended the recent meeting of the Board of Health re: the new Massachusetts law that allows
non-licensed persons to perform the functions of a licensed undertaker. Dave asked if the Board
of Health could formulate requirements that would protect our crew from possible exposure to
serious health problems, such as Hepatitis B, as a result of making such an interment. He was
told that such requirements would have to come through the Cemetery's Rules and Regulations,
and that whatever we decide, has to be checked by the legal council before we can act upon it.

Brewster Conant had to leave at 3:00.

Land Stewardship Committee request

The Commissioners are working on an agreement, to be renewed every two years, that will encourage continued communication and prompt attention to problems that might arise. They will submit their final draft to the Town Manager and Board of Selectmen for their approval.

5. Next meeting: Wednesday, June 11, 1997 at 2:00 p.m.

6. Meeting adjourned at 3:20 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ June 11, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ E. Bailey, D. MacLennan, B. Conant _____
also present: _____ T. Tidman, D. Lee, N. Howell _____

1. Meeting was called to order at 2:05 p.m.
2. On behalf of the Board of Cemetery Commissioners, Brewster Conant expressed appreciation and thanked Dave and his entire crew for the outstanding job they did preparing the cemeteries for Memorial Day
3. Minutes of the May 14th meeting were unanimously accepted as presented
4. Updates

Land Stewardship Committee's request - the Terms of Agreement were accepted amended and will be sent to Don Johnson for his approval
Heritage Tree Care - the work has been completed. Ken Greeno is filling out the forms required by the State
Backhoe has been repaired
5. New Business

Alberta Spruce - The Commissioners have given Dave permission to remove all shrubs that have been seriously damaged by the infestation
Sidewalks - A sidewalk will be located on the field side of the present cemetery wall at Concord Rd. until it reaches the area of the present parking area and from that point it will be on the street side of the wall. The Master Plan calls for the wall at the field to be reconstructed at a greater set-back than presently exists.
Dave will be on vacation from June 27 through July 13
6. Bill signed
7. Next meeting: Wednesday, July 16, 1997 at 2:00 p.m.
8. Meeting adjourned at 3:08 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ July 16, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ E. Bailey, D. MacLennan, B. Conant _____
also present: _____ T. Tidman, D. Lee, N. Howell _____

1. Meeting was called to order at 2:05 p.m.

2. Minutes of the June 11th meeting were unanimously accepted as presented

3. Updates

Land Stewardship Committee's request - as the Terms of Agreement had not been sent to Don Johnson for his approval prior to his vacation, the Commissioners made a final amendment

Heritage Tree Care Grant - on July 2, the required forms were signed and mailed to Phillip Rodbell as per his instructions

Five Alberta Spruce, seriously damaged by infestation, have been removed

4. New Business

Jill Pontius, a reporter for the BEACON, met with Tom, Dave and Nancy for information for an upcoming article about area cemeteries

At Staff Meeting, Don stated that all committee members who were presented for reappointment were approved by the Selectmen

"Betsy" Conant's letter to the Commissioners re: handrails for the steps at the Whitney Chapel was read and discussed. The motion to accept the request for handrails at the Chapel and have staff take the necessary steps to accomplish this was unanimously passed. It was the determination of the Commissioners that Dave take the following action:

- A. Meet with Garry Rhodes and any other required Town Departments about legal requirements
- B. Get prices and contact the Chapel Trustees for approval of the expenditure
- C. Get necessary information for improving interior lighting and installing ceiling fans

Election of Officers

Chairman: Donald MacLennan

Secretary: Brewster Conant

5. Next meeting: Wednesday, August 13, 1997 at 2:00 p.m.

6. Meeting adjourned at 2:35 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ August 13, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ D. MacLennan, B. Conant, E. Bailey _____
also present: _____ D. Lee, N. Howell _____

1. Meeting was called to order at 2:03 p.m.

2. Minutes of the July 16th meeting were accepted as presented

3. Updates

Jill Pontius' Article about cemeteries appeared in last week's Beacon

Ed has been re-appointed, has to be sworn in

Handrails at the Chapel

Present steps to the front door are not in compliance

If the steps were to be moved forward, there would be room to put a ramp on the left side without
compromising the covered entryway

4. New Business

Request to subdivide a four-grave lot in section 7, Mount Hope Cemetery

Dave presented the events that led to this request

Commissioners reviewed the plan of the area

After discussion, the Commissioners denied the request and asked that a letter be sent
explaining their reasoning

Mrs. Humphries' request for a bench-type monument was reviewed and approved

Ann Jones' flush marker was approved

Article re: buying back cemetery lot at Woodlawn for the amount paid to date, was approved for
inclusion in the Warrant for the October Special Town Meeting

5. Next meeting: Wednesday, September 10th, at 2:00 p.m.

6. Meeting adjourned at 2:50 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ September 10, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ D. MacLennan, B. Conant _____
also present: _____ T. Tidman, D. Lee, N. Howell, _____

1. Meeting called to order at 2:07 p.m.
2. Minutes of August 13th meeting were accepted as presented
3. Updates
Mount Hope - request to divide lot
Dave spoke with the lot owner, explaining the Commissioners decision
Lot owner's sister-in-law called. She will be getting back to us re: non-payment to date
Reminder of Special Town Meeting October 14th
4. New Business
Copies of letter re: Ed's sudden retirement from the Board were distributed to the Commissioners
Commissioners are thinking of a means of expressing their appreciation for his years on the Board
All present will try to find someone to recommend to aid the VCC in finding a replacement
Massachusetts Cemetery Annual Equipment Show
Dave described some of the equipment viewed
5. Next meeting: Wednesday, October 8th at 2:00 p.m.
6. Meeting adjourned at 2:40 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ October 8, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ D. MacLennan, B. Conant _____
also present: _____ T. Tidman, D. Lee, N. Howell, _____

1. Meeting called to order at 2:09 p.m.
2. Minutes of Sept. 10th meeting were accepted as presented
3. Updates
George O'Clair has filled out the VCC form, but has yet to be interviewed by them
Section 14 - the grass is growing
4. New Business
Kett Tree Request
Dave explained the family's request to plant a tree by their lot, and why it would have to be located at one of the corners and not behind the monument
The Commissioners agreed to accept the gift of a tree of a type recommended by Dave, to be planted at the corner of the lot designated by the family
Coffee Request
Family requests permission to locate flush marker at the upper end on the grave space, where the cremation is interred
Commissioners denied the request. Dave is to abide by the Rules and Regulation which allow one flush marker per grave space, to be located at the foot of the grave space
Commissioners briefly discussed Charles Kadlec's Letter to the Editor in this week's Beacon
5. Next meeting: Wednesday, November 5th at 2:00 p.m.
6. Meeting adjourned at 2:45 p.m.

MINUTES FORM
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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ November 4, 1997 _____ Time: _____ 10:00 a.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ D. MacLennan, B. Conant _____
also present: _____ T. Tidman, D. Lee, N. Howell, _____

1. Meeting called to order at 10:10 a.m.
2. New Business
fy99 Budget
Commissioners reviewed fy97 Trust Fund earnings
After discussion, they projected 5.45% interest for fy99
Maintaining present allotment towards cemetery salaries will reduce the income available for necessary equipment
After much discussion the Commissioners voted to maintain the present allotment towards cemetery salaries, which is \$69,435.00
3. Veterans Day Flag Retirement Ceremony will be held at Mount Hope Cemetery at 11:00 a.m.
4. Next meeting: Wednesday, December 10th at 2:00 p.m.
5. Meeting adjourned at 11:05 a.m.

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MINUTES OF: _____ Meeting of Cemetery Commission _____
Meeting posted: X yes, _____ no

Date: _____ December 10, 1997 _____ Time: _____ 2:00 p.m. _____ Place: _____ Kennedy Service Building _____

Members present: _____ D. MacLennan, B. Conant _____
also present: _____ D. Lee, N. Howell, _____

1. Meeting called to order at 2:10 a.m.
2. Minutes of the October 8th and November 4th meetings were accepted as presented
3. Updates
Kett request - Mrs. Kett's gift of a Crimson King Maple tree has been planted
October 14th Town Meeting - our article to buy back a lot was accepted
4. New Business
Letter to VCC c/o Nancy Whitcomb
Determination was made to send "Terms of Agreement to members of the Conservation Commission and
of the Land Stewardship Committee
Letter to Land Stewardship Committee c/o Linda McElroy to be held until "Terms of Agreement" are
accepted
5. Next meeting: Wednesday, January 14th at 2:00 p.m.
6. Meeting adjourned at 3:10 p.m.
