



## **Cemetery Commission Minutes**

MEETING POSTED: YES

DATE: 6/12/2024, TIME: 1:00 pm

PLACE: Kennedy Building

MEMBERS PRESENT: Joe Will, Bill Klauer, Dana Snyder-Grant

ALSO PRESENT: Alissa Nicol, Corey York, Shawn O'Malley

### **1. Opening**

Chair Joe Will opened the meeting at 1:05 pm.

### **2. Regular Business**

Minutes from 4/24/2024 needs "Bill made a motion to approve the funding and the motion was approved 3-0" added at the end of Item 5 re the Woodlawn Chapel Renovation. The minutes were accepted with this addition.

### **3. New/Special Business**

1. Public concerns: Kim Clark, Land Use/Cemetery Office Manager has resigned her Acton position. Acton HR will develop a new-hire job description next week. Corey and Shawn are reviewing bids for CPA-funded work on Woodlawn's iron gates.
2. Woodlawn Chapel renovation and grant submission: Final draft of the grant proposal should be done this week.
3. Discussion of Cemetery rates and nonresidents: Shawn shared the Town's "Cemetery Department Schedule of Rates" for the Commissioners to consider a) rate increases for non-residents of Acton, b) a limit on the number of graves that one party can purchase, and c) establishing rates for interment services for which the Cemetery Department is essentially the Funeral Director (which generally occurs with interments of cremation remains). Shawn will research cemetery rates and procedures in other Massachusetts towns.
4. Election of Officers: Bill Chair, Dana Vice-Chair, Joe Clerk voted 3-0.

### **4. Consent Items**

None

### **5. Additional Regular Business**

Next meeting will be August 14 at 2 p.m., or sooner if needed.

### **Adjournment**

At 2:30 pm, it was moved, seconded, and voted 3-0 to adjourn the meeting.

### **Documents and Exhibits Used During this Meeting**

Meeting minutes from 4/24/2024.

Cemetery Department Schedule of Rates

