



Cemetery Commission Minutes

MEETING POSTED: YES

DATE: 9/18/2024, TIME: 2:00 pm

PLACE: Kennedy Building, 104 Concord Road

MEMBERS PRESENT: Joe Will, Bill Klauer

ALSO PRESENT: Alissa Nicol, Shawn O'Malley, Sophia Schlegelmilch

Opening

Chair Bill Klauer opened the meeting at 2:00 pm.

I. Regular Business

1. Minutes from 8/15/2024 need a change to the last line of item 8 regarding Morrison Farm: the well is located "right behind the farmhouse." The minutes were accepted with this revision.

II. New/Special Business

2. Public concerns: None

3. Introduction to new cemetery administrative assistant: Sophia Schlegelmilch accepted the position and began working on 9/9/2024. She will be in the office part time Monday-Thursday.

4. Woodlawn Chapel landscaping plan: Postponed until 10/9/2024 when Corey York will be in attendance.

5. Master Plan: Postponed until 10/9/2024 when Corey York will be in attendance.

6. Continuation of discussion to limit cemetery lot sales to Acton residents: Further research and consultation with other departments are needed to determine the best way to verify purchasers' residency. Commissioners to follow up with Town Clerk about acceptable proofs of residency already in use, and Superintendent to contact nearby town cemeteries to find out how they verify residency. Discussion to be resumed at next meeting on 10/9/2024.

7. Discussion of cemetery "agency fee" for burial services ordered directly by the family without involvement of a funeral home: In these cases additional administrative labor is required to cover duties normally performed by funeral homes. Commission in favor of proposal but needs more information to decide the fee amount.

8. Woodlawn gate improvements: Corey has placed formal bid proposals with several local companies and is waiting for responses.

9. Cemetery paving project: Shawn presented diagrams of previous paving progress and suggested two previously paved stretches be joined and road heaves be repaired.

10. Cemetery Capital Improvement Plan draft presented by Shawn. Priority item will be replacing cemetery's backhoe.

III. Consent Items

None



IV. Additional Regular Business

Next meeting will be October 9, 2024 at 2:00pm.

Next meeting's agenda items:

- a. Confirmation of funding for the annual paving program
- b. Continued discussion of items 4-7 above.

Adjournment

At 3:09 pm, it was moved, seconded, and voted 2-0 to adjourn the meeting.

Documents and Exhibits Used During this Meeting

Meeting minutes from 8/15/2024.

Cemetery Department Schedule of Rates

Draft of proposal to limit lot sales to Acton residents by Joe Will

Cemetery paving diagrams and images by Shawn O'Malley