

RECEIVED

JAN 22 2014

TOWN CLERK  
ACTON

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

MEETING POSTED: YES

DATE: 11/20/2013

TIME: 2:00pm

PLACE: Town Hall Room 126

MEMBERS PRESENT: Brewster Conant, Bill Klauer, Joe Will

ALSO PRESENT: Allura Overstreet (Secretary), Tom Tidman (Director of Natural Resources), Shawn O'Malley (Cemetery Crew Chief), Mike Gowing (BOS liaison), Paul Nelson (Life Scout, Troop 32, Acton), Pamela Nelson (Paul's mother), James MacRae (Acton VSO), Connie Ingram (Guest/Observer), Jlm Ettwein (American Legion Post 284).

MEETING CALLED TO ORDER AT: 2:03pm

OLD BUSINESS:

A moment of silence for T.F.Stewart Kennedy Jr., retired Cemetery Superintendent.

Review and sign minutes from last meeting.

Minutes amended to "The Commissioners will research with several nurseries and report back at later date. Motion to approve as amended, 2<sup>nd</sup> passed.

Morrison Committee update:

The Morrison Committee is busy with a CPC application, not much else to report.

Discuss how the commissioners would like to acknowledge Woodlawn in the film credits.

The Commissioners feel that the only acknowledgment should go to the Town of Acton Massachusetts. Allura will email Mr. Howland and advise him of same.

Alternative shrub plantings

Bill Klauer purchased several books on gardening in areas with large deer populations. The members will do some reading and report back at a later date with suggestions.

Review draft of 2013 Annual Report by Brewster Conant.

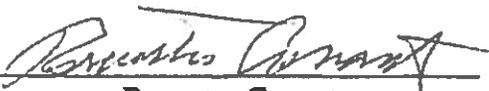
There were 2 minor suggestions to alter the report, Brewster will amend the report and bring the final draft to the December meeting for approval.

Discuss the type of events which the Commissioners will allow the Chapel to be used for.

Joe Will researched what other chapels in the area are used for and came up with a large number of events. The commissioners will table this discussion for a later date.

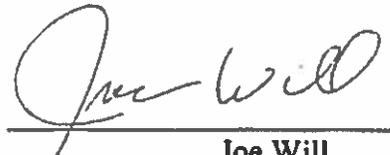
Discuss the lack of handicap accessibility to the chapel.

An email was sent to the Commissioners from Susan Dean expressing her displeasure with the lack of handicap accessibility to the Chapel. The Commissioners asked Allura to send a reply email stating that they are investigating alterations and costs and will re-visit this issue at a later date.



Brewster Conant

William A. Klauer



Joe Will

Discuss vacant trustee position created by the death of Stewart Kennedy.

Brewster Conant spoke with Chapel Trustee David Taylor and advised him of the death of Stew Kennedy also a trustee. Mr. Taylor was unaware prior to speaking with Brewster. The Commissioners feel that it is Mr. Taylor's responsibility to name someone to take Stewarts place. Motion to support naming Crew Chief Shawn O'Malley to take this position and forward their suggestion to Mr. Taylor for consideration. Motion, 2<sup>nd</sup>, passed.

Update on Board of Health discussion regarding parcel C of the Morrison Farm property.

Update on Board of Health discussion regarding reinstating parcel C near the Morrison Farm for burial purposes: Doug Halley has not gotten back to Brewster on this so Brewster has nothing yet to say on this. There was brief discussion as to who has jurisdiction on such an agreement. Ultimately it's the Board of Selectmen and Town Meeting.

Report on the Town Financial Advisory Committee.

The Cemetery Commission's income from Town invested funds this year will be about the same as last year @ \$31,000 less some fund investment and advisory fees.

#### NEW BUSINESS:

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

No update as Shawn had left the meeting by this time.

Paul Nelson Troop 32 Acton, would like to suggest an Eagle Scout project in the cemeteries.

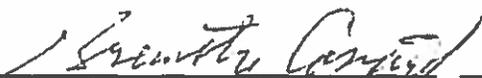
Paul Nelson of Acton Boy Scout Troop 32 proposed an Eagle Scout project that would establish a permanent site on Cemetery land for burning of retired U.S. flags. He showed illustrations of possible structures, and possible sites on maps of Woodlawn and Mt. Hope. His goals include starting construction in Spring, 2014, and completion of the project in time for an inaugural use on Flag Day, 06/14/14, or Veteran's Day 2014. The Commissioners, moved, seconded, and voted unanimously that the Commission and Town staff would work with Paul to move this project forward. Paul will call Shawn and Shawn will show Paul some of the possible cemetery sites. Jim Ettwein of American Legion Post 284 announced that the American Legion would make a \$500 donation to start Paul off with the fund-raising stage of his project. He added that the Post Office would put an additional box outside its main building as a place for the public to deposit retired flags.

#### Documents presented:

Emails from Susan Dean, Aaron Howland and Paul Nelson  
Powerpoint presentation from Paul Nelson Troop 32 Acton  
Draft of 2013 Annual Report by Brewster Conant.

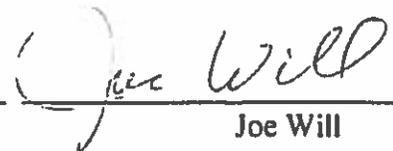
Meeting adjourned at : 3:04pm

Next meeting scheduled for: December 11, 2013



Brewster Conant

William A. Klauer



Joe Will

## Allura Overstreet

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**From:** Brewster Conant [bbconant@comcast.net]  
**Sent:** Wednesday, October 23, 2013 9:08 AM  
**To:** Aaron Howland - 7 Fluid Oz.  
**Cc:** Allura Overstreet  
**Subject:** Re: Thank You from Everyone Working on the Film

Dear Aaron,

Glad you had a good shoot at the Cemetery, though sorry you couldn't make it that day. Re acknowledgment , we will discuss this at the November meeting the 13th.

Sincerely,

Brewster

On Oct 16, 2013, at 12:37 AM, Aaron Howland - 7 Fluid Oz. wrote:

Dear Mr. Ledoux, Allura, & the entire Cemetery Commission:

Now that production has wrapped and we've moved on to the editing phase of our project, I'd like to thank you again for all of your help over the past few months.

Woodlawn is a beautiful cemetery, and we couldn't have asked for a better location for the shoot. In fact, several members of the crew who have never been to Acton before mentioned how surprised they were by how warm and inviting the cemetery is and how beautifully it's maintained.

We're also aware of how unusual it is for anyone to get permission to film at Woodlawn, so we can't thank you enough for your generosity. If there's ever anything we can do for you in the future, please don't hesitate to let us know.

Also, we know there was discussion of keeping Woodlawn Cemetery's name out of the film's credits, so if there's any particular way you'd like us to credit (or not credit) you, the town, and the cemetery, please let us know.

Thank you again, and we wish you all the very best.

Sincerely,  
Aaron Howland

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Aaron Howland  
Filmmaker/Web Developer  
7 Fluid Oz. Productions LLP

## Allura Overstreet

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**From:** Susan & David Dean [dbdsbd@aol.com]  
**Sent:** Saturday, November 16, 2013 10:56 AM  
**To:** Cemetery Department  
**Subject:** accessibility for Chapel

I just got a call from a dear friend who tried to attend a funeral service right now at Woodlawn Chapel and she is sitting out in her car. She is a paraplegic, in a wheelchair and has no way to get up the 4 steps into the Chapel. How can the Town of Acton have a building that isn't accessible? How can you advertise it's availability for services and weddings when it isn't accessible for all? This truly is shameful.

Susan Dean

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David Dean, Scoutmaster Troop7 Shirley  
Susan Dean, Nashaway Registrar/Co-Service Unit Coordinator  
[dbdsbd@aol.com](mailto:dbdsbd@aol.com)

## Allura Overstreet

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**From:** Paul Nelson [16nelsonp@abschools.org]  
**Sent:** Wednesday, October 23, 2013 9:51 PM  
**To:** Allura Overstreet  
**Cc:** James MacRae  
**Subject:** Nov. 13th agenda

Dear Allura,

Thank you for your time on the phone. Could you please add me onto the november 13th agenda for the cemetery commission meeting? I would like to present my proposal for my Eagle Project.

I get out of school by 2:20, so I can be there by 2:30.

Can you please let me know what room in the town hall the meeting will be held in?

Thank you very much,

Paul Nelson Troop 32 Acton

## CEMETERY COMMISSION ANNUAL REPORT FOR 2013

The three member Cemetery Commission is responsible for expenditure of funds from various cemetery trust funds, and oversees the three Town-owned cemeteries: Woodlawn (est. 1738) , Concord Road, Acton Center; Forest (est. 1750) Carlisle Road, North Acton, and Mt. Hope (est.1848) Central Street, West Acton. The Commissioners meet at 2:00 p.m. on the second Wednesday of each month at Town Hall. Offices are located in the Kennedy Building located at Woodlawn Cemetery. We are here to serve you and welcome your inquiries and/or comments either through a visit or a phone call to 978-929-6642. We can also be found on the Town's website [www.acton-ma.gov](http://www.acton-ma.gov).

The Cemetery Commissioners observe with sadness the passing of T.F. Stewart (Stew) Kennedy, JR. and offer condolences to his family and friends. Stewart retired as Superintendent in 1993, the last of a number of the Kennedy family who served the Acton Cemetery Department for 97 consecutive years. The Service Building at Woodlawn is dedicated to him and his father T.F..S. Kennedy Sr.

We wish to thank retiring member Barbara Walsh for her services to the Commission since joining us in 2009. We welcome to the Commission our new member Joe Will, who also serves as a Recreation Commission member , Associate member of the Land Stewardship Committee, and the CPC.

Much needed paving at the entrance to Mt. Hope Cemetery was completed using both Town and Cemetery funds. A new section, section 9, was marked off for burial spaces, a water line installed, and new access roads planned thereto. Further discussions were held with the developer of the so-called Madden property which abuts Mt. Hope.

The Chapel at Woodlawn Cemetery, a gift to the Town from Georgia Etta Whitney and her sister Sarah A. Watson, was used for \_\_\_\_\_ memorial services and \_\_\_\_\_ weddings this year. Arrangements for use may be made by calling our secretary, Allura Overstreet at the Cemetery. Arrangements have been made to repair and refinish three doors of the Chapel.

We have attended meetings of The Morrison Farm Committee, a property which abuts Woodlawn.

The Commissioners want to thank all those who help us keep the cemeteries in fine condition. The Cemetery Department is part of the Department of Natural Resources, directed by Tom Tidman, who we thank for his help and advice. Shawn O'Malley, head of our maintenance crew, has done fine work in seeing to this vital part of cemetery operations. Our secretary, Allura Overstreet, has continued to update our data bases and rules and regulations, She is our contact for those needing help and assistance, and handles our relations with other Town departments.

**The following amounts were paid to the Town Treasurer:**

<b>General Fund</b>	<b>\$</b>
<b>Cemetery Land Fund</b>	
<b>Perpetual care Fund</b>	

**Members:**

**Brewster Conant, Chairman**  
**Joe Will, Secretary**  
**William A. Klauer**