

MINUTES OF: Meeting of the Cemetery Commissioners

MEETING POSTED: YES

DATE: 12/10/2014 TIME: 2:00pm

PLACE: Town Hall Room 126

MEMBERS PRESENT: Brewster Conant, Bill Klauer, Joe Will

ALSO PRESENT: Shawn O'Malley (Cemetery Crew Chief), Tom Tidman (Director of Natural Resources), Steve Ledoux (Town Manager), Franny Osman (Board of Selectmen Liaison)

MEETING CALLED TO ORDER AT: 2:02 p.m.

The Commissioners reviewed, approved 3-0, and signed the Minutes of the 10/8/2014 meeting. (The November meeting was cancelled.)

Proposal to use money from the trust funds to fund 50% of the renovation cost of the Kennedy Service Building

Steve, upon Tom's recommendation, has included 50% of the renovation cost in the Town budget request contingent upon the Cemetery Commission providing the other 50%.

Brewster's observations:

- I don't mind spending income from eligible trusts, but do mind spending principal and growth amounts.
- Municipal Properties should be involved with this.
- Let's consider asking the Town for the whole amount.
- What about the two extant Articles for Cemetery storage construction? (See next Agenda item below.)

Opposite views:

- Everyone agreed that trust principals would not be touched. Bill and Joe felt that growth amounts could be used for the Kennedy Building renovation.
- This is not Municipal Properties issue. This is a capital project — for a Town building. What budget line the 50% amount comes from (e.g., Municipal Properties) doesn't make any difference.
- This is being proposed in the current Town budget that goes to the Board of Selectmen on Monday, and would go to Town Meeting as a Warrant Article. Asking the Town for the whole amount cannot happen now. That would have to wait for 2015 Town Meeting. The need is now, and the issue of handicapped accessibility could become huge at any time.

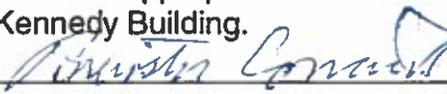
Agreed-upon fact:

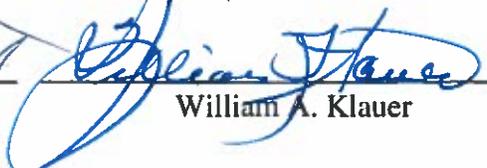
The Robinson-Ames fund is \$86K above its original amount (\$21K, which is unexpendable), and its use is unrestricted. It can be used for improvements to the cemeteries, and this would be such an improvement.

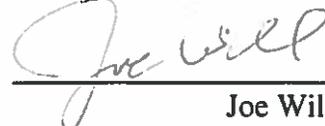
Also:

Steve pointed out that this is the second request from the Town to the Cemetery Commission in his seven budgets. He affirmed that requests like this from the Town would not be an annual practice.

Moved (by Bill), Seconded (by Joe) and Voted 2-1 (Bill Aye, Joe Aye, Brewster No): The Cemetery Commission appropriate an amount not to exceed \$35K from the Robinson-Ames Fund for renovation of the Kennedy Building.


Brewster Conant


William A. Klauer


Joe Will

Approval requested to re-allocate funds in 2 existing Warrant Articles for construction of Cemetery equipment storage buildings, be re-allocated towards the purchase of the Harris St. property

Background:

There are two Town Articles that have been outstanding for several years. Their intent was to cover costs of a storage building at Woodlawn and another at Mt. Hope. The Town has considered a plan that would use the funds for remodeling the Kennedy Building to provide for additional storage, but the funds would fall significantly short of covering the cost of such renovation. In the meantime, the State Department of Fisheries and Wildlife (F&W) has vacated its property on Harris Street. The property includes a large building that would provide significant storage for town equipment. Much of such equipment serves the Department of Natural Resources in various ways, including Cemetery care and maintenance.

Brewster's observations:

- (During previous discussion) Could we repurpose the two extant Articles for Cemetery storage construction so that their funds could be used for the Kennedy Building?
- The money appropriated is Cemetery money and we must make sure that it gets spent on Cemetery matters.

Opposite views:

- Tom: There will be a time when the Fin Com asks these two Articles be "cleaned up." So far, they've been left alone because there's a nice matchup with the Harris Street property. These two Articles and a land gift (essentially agreed to by the Town and the F&W) would acquire the F&W property.
- Steve: The Town has kept these Articles open because Tom has kept open the Harris Street opportunity. These (unused funds) usually get closed out by Accounting. Repurposing the two Articles would have to be done by Town Meeting.
- Joe expressed concern about the diminishing purchasing value of the two appropriations.
- Bill: We (the Commission) won't do anything with the two Articles. Also we're spending more on the maintenance of these funds than what they earn while remaining unused.

Moved (by Bill), Seconded (by Joe) and Voted 2-1 (Bill Aye, Joe Aye, Brewster No): The Cemetery Commission allow the Town to move forward with repurposing the two funds.

Subsequent observation:

- Bill is not in favor of further construction in either Woodlawn or Mt. Hope.

Annual Report

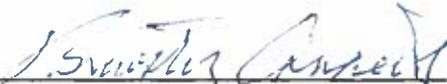
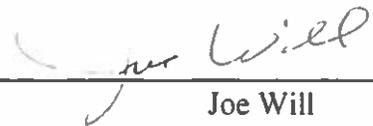
It was moved, seconded, and approved 3-0 to accept the Commission's 150th Annual Report.

Crew Activities Update

The Crew is working on cutting back the burning bush a little bit at a time.

Meeting adjourned at 3:13 p.m.

Next meeting scheduled for 01/14/15

Brewster Conant William A. Klauer Joe Will

CEMETERY COMMISSION ANNUAL REPORT FOR 2014

The Cemetery Commission 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 three-member Commission, established in 1864, is responsible for the expenditure of funds from various cemetery trust funds. This is the Commission's 150th Annual Report.

In 2014, the Commission welcomed Connie Ingram as an Associate Member and Franny Osmon as our liaison from the Board of Selectmen, and we thank Mike Gowing whom she replaces.

The Commission offers many thanks to three young Acton residents who volunteered their initiative, skills, and efforts to benefit the cemeteries:

- Paul Nelson, Boy Scout Troop 32, fulfilled his Eagle Scout project by building an attractive flag retirement fire pit in the Veterans Section at Woodlawn. It was dedicated on Flag Day, June 14, at a well-attended flag-retirement ceremony conducted by Veterans Agent James MacRae and Jim Ettwein of the American Legion.



Fire pit at Woodlawn Cemetery



C. Norton and Sign at Forest Cemetery

- Chris Norton, Boy Scout Troop 1, fulfilled his Eagle Scout project by creating and installing a splendid sign for the Forest Cemetery. The backside of the sign shows a list of those known to be buried in the cemetery correlated with a map of identifiable gravesites.
- Aidan Pavao, an Acton-Boxborough High School student, created an inventory of burial markers at Mt. Hope, an extremely helpful addition to cemetery records.

Other achievements during the year include

- Much-needed paving of access roads to Woodlawn, funded by Cemetery funds and the Town.
- Acquisition of two casket-lowering devices to replace ones that no longer work.
- Marking Section 9 at Mt. Hope with pins and installing water service.

- Updating with the Conservation Commission and the Land Stewardship Committee a use agreement for undeveloped land at Mt. Hope, renewable after 2 years.
- A study of possible deer-resistant plantings for landscaping.
- An on-going study for making the Kennedy Building at Woodlawn accessible.
- <Number> memorial services and <number> weddings at the Woodlawn Cemetery Chapel. (The chapel was a gift to the Town from Georgia Etta Whitney and her sister Sarah A. Watson.)
- Repairing and refinishing the doors to Woodlawn Chapel using Chapel funds.
- Tuning the Woodlawn Chapel organ and installing an upgraded blower.

The Commissioners 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, Natural Resources Crew Chief, has again provided fine oversight of vital cemetery operations and maintenance. Allura Overstreet, Cemetery Department Secretary, continues her excellent work at updating cemetery rules, regulations, and databases, handling our relations with other Town departments, and as the contact person for the public on cemetery matters, including use of Woodlawn Chapel.

We are here to serve you and welcome your attendance at our 2 P.M. monthly meetings at Town Hall on the second Wednesday of each month. You can also make inquiries and/or comments through a visit at the Cemetery Office in the Kennedy Building, a phone call to 978-929-6642, or by way of the Town's website at www.acton-ma.gov.

During 2014, the following amounts were paid to the Town Treasurer.

- | | |
|-----------------------|-------------|
| • General Fund | \$**,***.** |
| • Cemetery Land Fund | \$**,***.** |
| • Perpetual Care Fund | \$**,***.** |

Commissioners:
 Brewster Conant, Chairman
 Joe Will, Secretary
 William A. Klauer

Associate Commissioner:
 Connie Ingram

Fred's Construction Services

2 Fairfield Street
 Maynard Ma 01754

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 9/11/2014 | 2203 |

| |
|--|
| Name / Address |
| Town Of Acton 472 Main Street Acton Ma 01720 |

| | |
|------------------|-----------------------|
| Terms | Project |
| Deposit to Start | Woodland Cemetery ... |

| Description | Total |
|--|----------|
| Dumpster fee | 500.00 |
| Interior Demolition / Demo bath walls / Reframe for handicapped bath / Frame wall at stairwell with door for access to hall. | 3,375.00 |
| Framing Labor / Add door for access to water heater from hallway. (using existing bath door. If existing door cant be reused the cost of a new door will be added to proposal. | 1,000.00 |
| Plumbing Labor and fixtures for handicapped bathroom / grabbars / mirror | 5,875.00 |
| Tile Flooring / Install tile on bath floor (ALLOWANCE) | 1,320.00 |
| Plaster/Drywall / Walls for new bath new ceiling and stairway wall | 2,125.00 |
| Electric Labor / add recessed lights and wire to code | 9,375.00 |
| Flooring / Main new office area only (using Engineered flooring Pergo type click-lock panels) (ALLOWANCE PENDING FLOORING SELECTION) | 4,416.00 |
| Interior painting / Paint interior of bath walls and ceiling / Paint office walls and ceiling | 4,180.00 |
| Interior Finish Labor / install doors / baseboard / and trim | 1,062.50 |
| Framing materials / for bath walls / stairwell wall / door to bath / door to hallway | 3,125.00 |
| Framing Labor and materials to strap existing walls,insulate with 3/4"foam board the exterior walls, install drywall,tape,mud and sand. | 3,500.00 |
| Replacement windows labor and materials / Replace 2 existing windows with vinyl double hung units (ALLOWANCE) | 2,250.00 |
| Total | |

| | |
|----------------------|-----------------------------------|
| E-mail | Web Site |
| Fred.nwd@verizon.net | www.Fredsconstructionservices.com |

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| Description | Total |
|--|--------------------|
| Exterior Doors / Supply and install new exterior door with sidelites (ALLOWANCE) door to be chosen | 2,375.00 |
| Ramp and roof over entryway | |
| Framing Labor / to install sono tubes / all excavation by others | 1,500.00 |
| Framing materials/ concrete and mixer rental | 606.25 |
| Framing Labor / Frame handicap ramp to parking area / P/T frame balusters and rails / 5/4" x 6' pressure treated decking / Continuous handrail / Install roof over entry door (if composite decking is to be used it will be priced after selection is made) | 6,125.00 |
| Materials for job / P/T framing, ballusters, top and bottom rail / Pressure teated decking / (if composite decking is selected it will be priced after selection is made.) | 7,542.10 |
| Supervision / miscellaneous / cleaning /dust control | 3,500.00 |
| Replacement windows / 2- Harvey replacement double hung units / | 2,000.00 |
| Heating & Cooling TBD | 0.00 |
| LABOR TO MOVE LUNCH AREA COUNTER AND FOOD PREP AREA TO OTHER SIDE OF BUILDING | |
| Plumbing Labor / Install new drain and waster lines for new sink location on left side of building / all copper piping per code | 4,250.00 |
| Framing Labor / Install cabinets from existing kitchen to new kitchen area | 1,000.00 |
| 09/24/14 PRELIMINARY ESTIMATE FINAL PRICING WILL DEPEND ON SELECTIONS | |
| Total | \$71,001.85 |

| | |
|----------------------|-----------------------------------|
| E-mail | Web Site |
| Fred.nwd@verizon.net | www.Fredsconstructionservices.com |