

## CREMATORY STUDY COMMITTEE MINUTES

November 4, 2009

TOWN OFFICES, ROOM 307

LITTLETON, MA 01460

### Members Present:

Joe Knox  
Dick Montminy  
Mary Gosby  
Kathy Case  
Rich Crowley  
Jeff Boone  
Charlie Ellis  
Peter Yapp

### Also Present:

Marilyn Fedele

- 10.01 Meeting called to order at 7:04 p.m.
- 10.02 Charlie made a motion, seconded by Mary Gosby, to accept the minutes as Written with the addition of the DEP letter. Motion carried.
- 10.03 Meet with Paul Dwiggins December 2 at 9:30 in his office.
- 10.04 Peter Yapp drove to Woodlawn Cemetery in Acton; it abuts wetlands and conservation land; a better area to locate a crematorium.
- 10.05 How would a regionalized crematorium work; would it be doable? If Acton, Westford, and we build one, we are all competing. Acton not as far along as us.
- 10.06 Cathy asked if we want it so badly. Peter stated that this is a financial endeavor To earn money.
- 10.07 Distance, quality of service, and price as well as accessibility to Littleton are Important.
- 10.08 Dick Montminy does not believe that there will be two in adjacent towns, Acton And Littleton. Economically it doesn't make sense to have two in adjacent Towns.
- 10.09 Charlie would like to see the Selectmen talk about a regionalized service.
- 10.10 Financials:
- |                                 |          |
|---------------------------------|----------|
| Feasibility Study               | \$15,000 |
| Cost of Building (\$325/sq.ft.) | 536,250  |
| Soft Costs                      | 60,000   |
| Roof on Current Building        | 15,000   |
| Architectural Plans             | 75,000   |
| Paving, shrubs, etc.            | 50,000   |
| Power Generator for Backup      | 70,000   |
| Rigging Costs                   | 25,000   |
- 10.11 Cost might be \$750,000. What do we tell the Selectmen? Retorts cost at least \$350,000 for two. Stacks included up to 10' in overall length. Additional will be a cost of \$399 per linear foot.
- 10.11 Total building with retorts would be approximately \$1,050,000.
- 10.12 Our bond rating is 1.8% now.

- 10.13 Two or three year time line – May 2010, feasibility study; October 2010 Town Meeting. Run legislation information simultaneously with the Town Meeting.
- 10.14 Have Keith call Plymouth for their numbers – five year payback and they are well on track. The bond would be paid off in five years.
- 10.15 This entity would be run by the Cemetery Commission. The bonding would be done through the Town. The money would be used by the Building Committee to build the crematorium.
- 10.16 Charlie made a motion that the Vice Chair take those numbers and run them for ten years; \$1,015,000 at 1.8% bond rate for 10 years; do it for 5, 10 and 20 years. Ask Steve Venuti what the rates are for 5, 10, and 20 years; what rates we should use. Jeff will do this.
- 10.17 Costs per cremation: Labor \$60; \$40; \$10, and \$10  
 Fuel Do not believe it is a significantly higher rate than Plymouth  
 Relining Cost – based on number of cremations; once every thousand hours  
 Salary \$65K/year full time = \$962/week
- 10.18 Rich to ask the IT person at the Cemetery to send the spread sheets to Jeff Boone.
- 10.19 Peter stated that Walter Higgins was in charge of the cemetery; who is in charge now; what would he get paid? Part-time \$32K-35K.
- 10.20 We need to call several funeral directors and find out what it costs for cremation.
- 10.21 47% of the burials are cremated remains here at Woodlawn. Rich will call Haverhill to get the information to Jeff.
- 10.22 Next meeting – before we start talking about the quality of life, we need to feel the numbers; pros and cons; our assumptions based on the information that we have.
- 10.23 Charlie feels that we should put off the visit to the DEP till December 9 so that Cathy is able to attend. Commit to December 9 at 9:30 a.m. Joe feels it is very important that if you can get there, you make the meeting. He also feels it will be much more than just oral; a lot of municipalities are asking the same things. Meet in the Parking Lot here at 8:30.
- 10.24 Motion made by Joe, seconded by Dick to adjourn at 8:27 p.m.