Minutes of Meeting: Thursday, March 14th, 2019-6:00 p.m.
Conference Room- Cemetery Building
7 New Estate Road, Littleton, MA

Present: Carolyn Mueller, Andrew Sammarco, Janet Sullivan, Supt. Thomas Bailey

The meeting was called to order at 6:15 p.m.

Meeting Minutes- September 10th, 2018:
The Commission reviewed the draft minutes from its September 10th, 2018, meeting. After review, Carolyn made a motion to approve said meeting minutes as printed. Janet seconded the motion, and the Commission voted 3-0 in favor.

Superintendent’s Updates:
Superintendent Bailey reported that in the year 2018, there were fifty seven total interments at Westlawn. Twenty three of these were full burials. The remaining thirty four were cremain interments.

Updating of Cemetery Rules and Regulations:
Carolyn mentioned that she has started reviewing and updating the current rules and regulations for Westlawn, as these have not been revisited in many years. She will have a revised draft version ready for review at the Commission's next meeting.

New Cemetery Cremain Niche Wall Columbarium Updates:
Superintendent Bailey gave the Commission an update on the status of the new niche wall columbarium at Westlawn. Currently, the only remaining work to be completed on this project is to install a paver patio around the structure. He mentioned that the price quotes that he has received to perform this installation have been slightly high. Ultimately, he has determined that it would be much cheaper if he was to construct the patio himself, and use the remaining project funds to simply purchase materials. There is roughly $6,000 left in this fund, and needed materials should cost around $4,000.

FY 2020 Budget Updates:
The Cemetery Department’s budget for FY 2020 was presented to the Finance Committee in December. In the near future, the Commission would ideally like to work
towards hiring one or two seasonal staff members to assist with grounds maintenance during the summer months.

**Review of Conceptual Design Plans for Future Cemetery Expansion Layouts:**
The Commission reviewed two proposed conceptual design plans for possible future expansions at Westlawn, prepared by the engineering firm, Fuss & O'Neill (Exhibit A attachment). The two plans were labeled as “Naturalistic” and “Traditional”. The “Naturalistic” conceptual layout featured meandering roadways, with limited development of existing terrain in the now wooded area at Westlawn, next to Sullivan Way. The “Traditional” design consisted of straight roadways and a more developed site overall, with a great deal of site work to change elevations in this same area. Both plans featured a recommended phased approach to developing these areas over a set prescribed number of years. The Commission favored the “Traditional” over the “Naturalistic” design plan because it allowed for more developable grave space and would be much easier to maintain.

The Commission considered the potential cost of implementing the first phase of the “Traditional” plan, and discussed cheaper alternatives to adding more developable grave space to Westlawn for the more immediate future. Superintendent Bailey mentioned that it wouldn’t take all that much work to clear and develop the land half-way up Sullivan Way to create more needed space for grave lots. This small expansion would add approximately 300 grave spaces to the cemetery. He agreed to collect cost estimates to clear trees and grade the land within this area. He will also obtain a price to survey the site. The Commission will discuss this matter further at its next meeting.

**Updates on Second Phase of Conservation Work at the Old Burial Ground:**
Andrew reported that the second phase of conservation work performed on the monuments at the Old Burial Ground began in the late summer of 2018, and continued until mid-November. This work, performed by Preservation Consultants, Fannin & Lehner, should be resuming in the late spring of this year. He mentioned that the Historical Commission will be submitting a funding application for a third round of conservation work at the site to the Community Preservation Committee in the fall. Another application will likely be submitted at the same time to fund an initial assessment of the older monuments at Westlawn.

*Carolyn made a motion to adjourn. Andrew seconded the motion, and the Commission voted 3-0 to adjourn at 8:00p.m.*

Andrew Sammarco, Clerk

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Exhibit A: