

WOODLAWN CEMETERY UPDATE

OCTOBER 19, 2021

Presented by:
Robert Pontbriand, Town
Manager
Mark Wetzel PE, Public Works
Project Manager



Background

- Woodlawn Cemetery was established in 1859
- Operated by Woodlawn Cemetery Company
- Located on Harvard Road – Sections on the east and west sides of the road
- Five sections with a total of approx. 1300 lots
- Section 5 is undeveloped with approx. 360 available lots
- Soldiers Lot – 52 graves operated by Massachusetts National Cemetery
- Current operations rely on Board of Directors to manage the cemetery and landscape contractor to maintain the grounds and assist with digging graves



Bowers Brook

Markham Cir

Willard St

Progress to Date on Transfer

- 2021 Annual Town Meeting voted to commence due diligence for Town to assume ownership and operations
- Working Group worked with Cemetery Company to evaluate the steps, required operations and budget for Town ownership and operation
- 2021 Fall TM Articles
 - Article 1: To authorize the transfer of the Woodlawn Cemetery property, real property, and funds to the Town of Ayer.
 - Article 2: To authorize the funding in the amount of \$41,000 for the purposes of the Town operating the Woodlawn Cemetery for the remainder of FY 2022.
 - Article 3: To authorize the placement of a ballot question before the voters at the Annual Town Election on May 10, 2022, for the formation of an appointed three-member Cemetery Commission which will be responsible for the policies of the Woodlawn Cemetery.

Transfer of the Woodlawn Cemetery to the Town of Ayer Study Report and Recommendation

Prepared by the Woodlawn Cemetery Transfer Working Group:

Robert A. Pontbriand, Town Manager

Mark L. Wetzel, P.E., Director of Public Works

Dan Van Schalkwyk, P.E., Town Engineer

Lisa A. Gabree, Finance Manager

Special Thanks To:

The Trustees of the Woodlawn Cemetery

Ms. Ginny Matthews, Treasurer, Woodlawn Cemetery



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Appendix A Burial Policies (DRAFT)

Appendix B Rules and Regulations (DRAFT)

Proposed Budget for January Thru June

- Reviewed Company budgets for past few years
- Assume Administrative tasks performed by DPW staff
- Wages based on DPW Highway Division but will request Bids from Contractors to compare costs

51100	WAGES	\$ 33,000
51300	OVERTIME	
52000	CONTRACTOR SERVICES	\$ 1,000
52100	UTILITIES	
52400	REPAIRS & MAINTENENCE	\$ 5,000
52700	RENTALS	
55400	CEMETERY SUPPLIES	\$ 2,000
		\$ 41,000

Implementation

- Fall Town Meeting Actions
 - Vote to approve Article 1 to complete the transfer
 - Vote to approve Article 2 to fund operations thru FY22
 - Vote to approve Article 3 to form Cemetery Commission
- Ayer DPW will assume Administrative and Operation responsibilities January 1, 2022
- Annual Town Election – Vote to approve formation of Cemetery Commission
- DPW will develop operations plan with specific duties and responsibilities
- DPW will develop GIS data base management system
- Town Accountant will set up accounts
- DPW will develop FY23 Budget