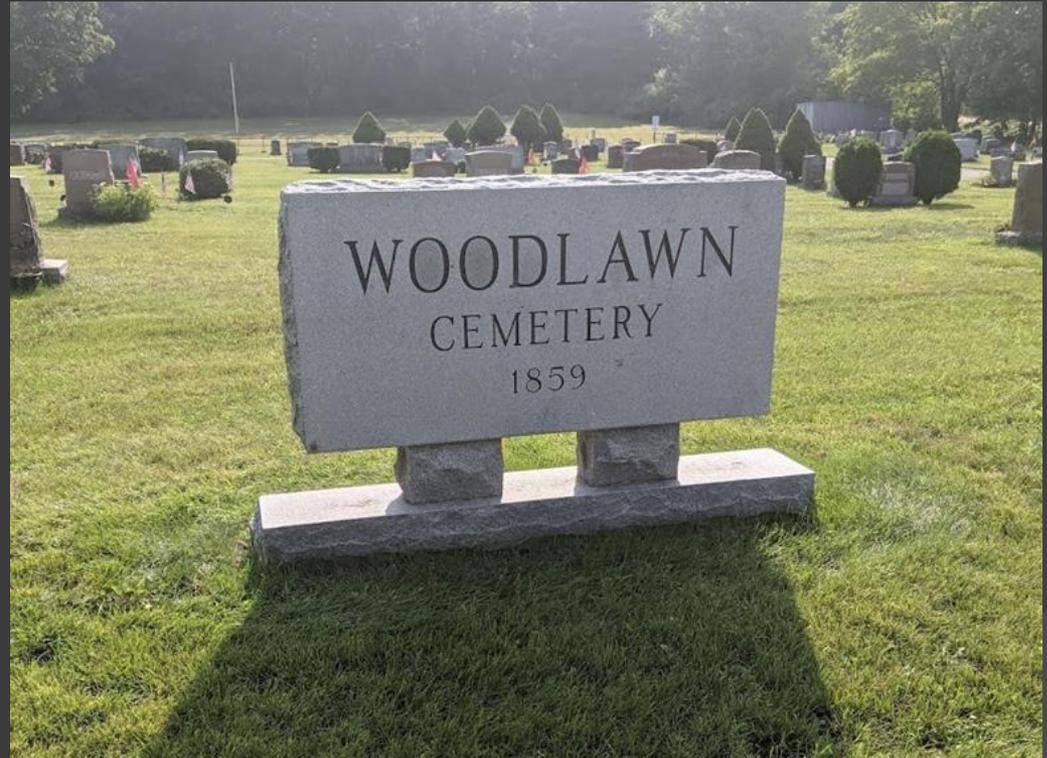


# WOODLAWN CEMETERY COMMISSION

NOVEMBER 2022

Presented by:  
Dan Van Schalkwyk, P.E.  
DPW Director



# Background

- ◉ Woodlawn Cemetery was established in 1859
- ◉ Operated by Woodlawn Cemetery Company until April 2022 when the Town of Ayer legally became owner
- ◉ Located on Harvard Road – Sections on the east and west sides of the road
- ◉ Five sections with a total of approx. 1,300 lots
- ◉ Section 5 is undeveloped with approx. 360 available lots
- ◉ Section 4 is where most of today's burials occur
- ◉ Sections 1, 2, and 3 are essentially full
- ◉ Soldiers Lot – 52 graves operated by Massachusetts National Cemetery



Bowers Brook

Markham Cir

Willard St



Copy of three plans of  
 Woodlawn Cemetery - Weymouth, Mass.  
 Plan of Section 3 by R.F. Fletcher June 1900  
 Plans of Section 1 and 2 by Unknown  
 Copied by H.R. Draper Oct. 1928. Scale 1 in. = 20 ft.

101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150

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161	162	163	164	165	166	167	168	169	170
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211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230
231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250

251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290
291	292	293	294	295	296	297	298	299	300

301	302	303	304	305	306	307	308	309	310
311	312	313	314	315	316	317	318	319	320
321	322	323	324	325	326	327	328	329	330
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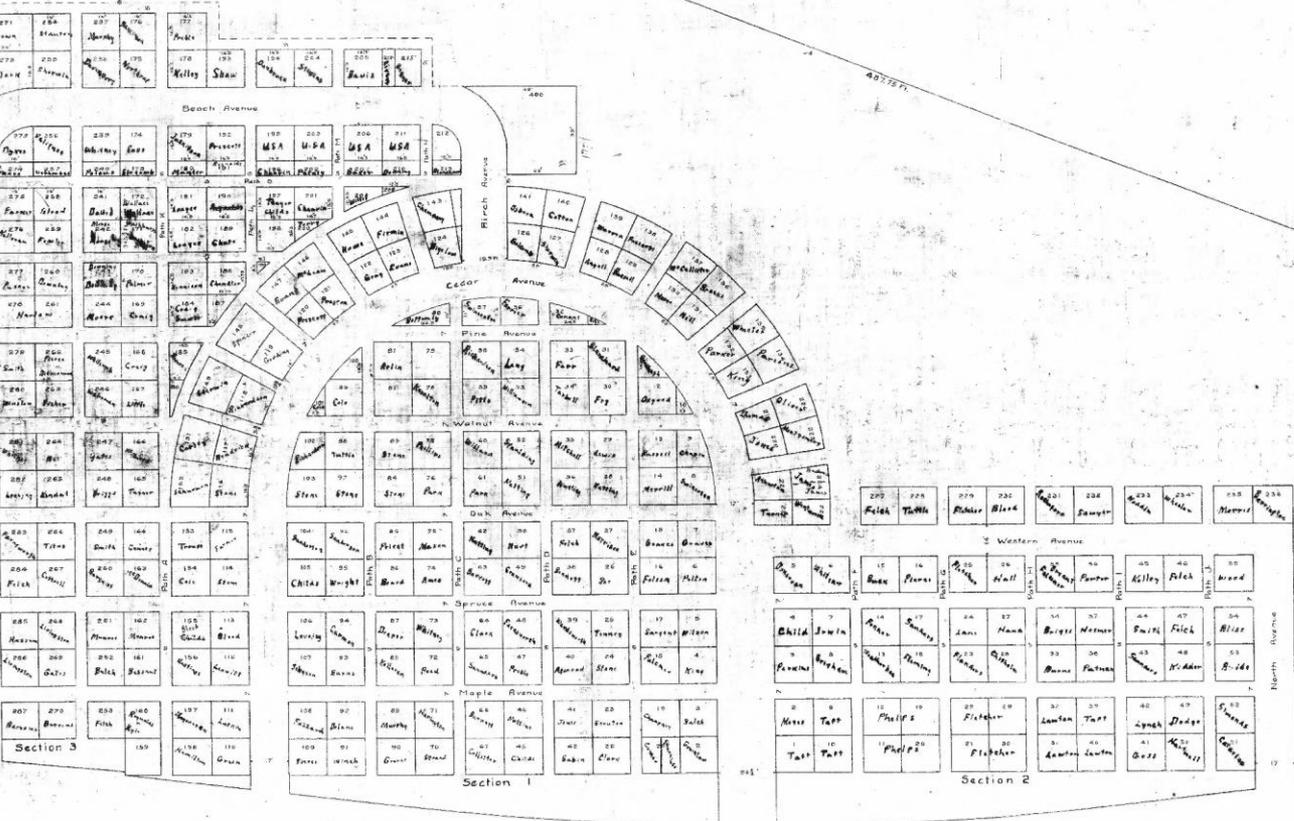
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381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400

401	402	403	404	405	406	407	408	409	410
411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430
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441	442	443	444	445	446	447	448	449	450

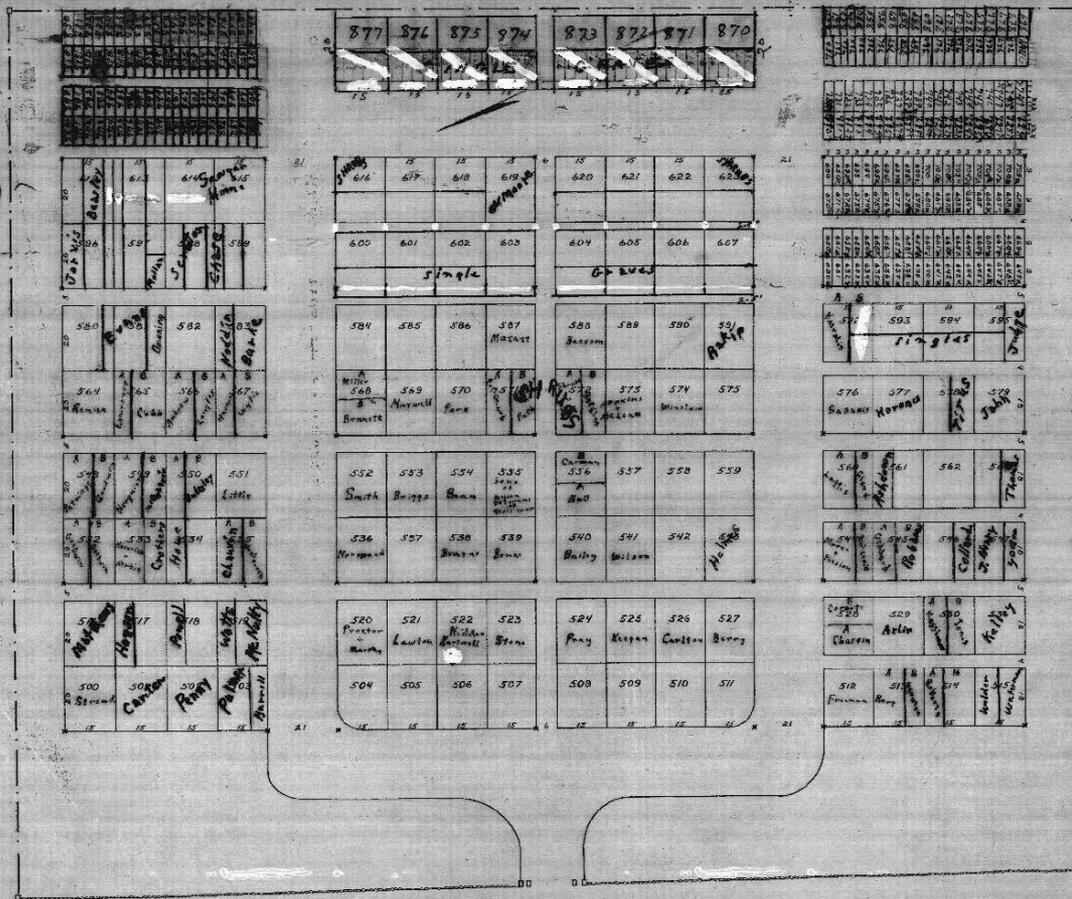
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461	462	463	464	465	466	467	468	469	470
471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490
491	492	493	494	495	496	497	498	499	500

501	502	503	504	505	506	507	508	509	510
511	512	513	514	515	516	517	518	519	520
521	522	523	524	525	526	527	528	529	530
531	532	533	534	535	536	537	538	539	540
541	542	543	544	545	546	547	548	549	550

551	552	553	554	555	556	557	558	559	560
561	562	563	564	565	566	567	568	569	570
571	572	573	574	575	576	577	578	579	580
581	582	583	584	585	586	587	588	589	590
591	592	593	594	595	596	597	598	599	600



Harvard Road



HARVARD

ROAD

PORTION OF  
**WOODLAWN CEMETERY**  
 AYER MASS.

Parker, Batesman + Chase      Clinton, Mass.  
 Sept 20, 1935                      Scale 1" = 20'

Modified 1980  
 William J. Davies Supt.

Stone Bounds are shown thus: \*









# Current Operations

- ◎ Cemetery Superintendent, David Dean
  - Formerly Cemetery Superintendent for Woodlawn Cemetery Company
  - Working as temporary employee to assist Town, some tasks include:
    - Coordinates burials with funeral home or family
    - Full burial processing, management, oversight
    - Prepares vaults for ash burials, excavate for ash burial
    - Lot sale coordination
    - General maintenance: water system, hedge trimming, painting, etc.
- ◎ 2022 Burials (since Ayer took ownership)
  - 8 Total: 6 Full, 2 Ash
- ◎ Lot Sales (since Ayer took ownership)
  - 3 Lots Sold
- ◎ In Progress: Paper Record Conversion to Electronic – CIMS Software

# Current Operations

- ◎ Cemetery Website: <https://www.ayer.ma.us/cemetery>
  - Burial Info
  - Commission Info
  - History
  - Lot Sales Info
  - Monument Info
  - Fees
  - Regulations
  
- ◎ Operations Plan

# CIMS Cemetery Management Software

- ◉ Cemetery Information Management System (CIMS)
- ◉ Geodatabase (similar to GIS)
- ◉ Lunenburg CIMS: <https://www.lunenburgma.gov/boards-commissions-committees/cemetery-commission>
- ◉ Information can be public facing
- ◉ Scanned all record books, electronic build is in progress

# CIMS Cemetery Management Software

burialsearch.com/ecims#/s/489/Town\_of\_Lunenburg\_-\_South\_Cemetery

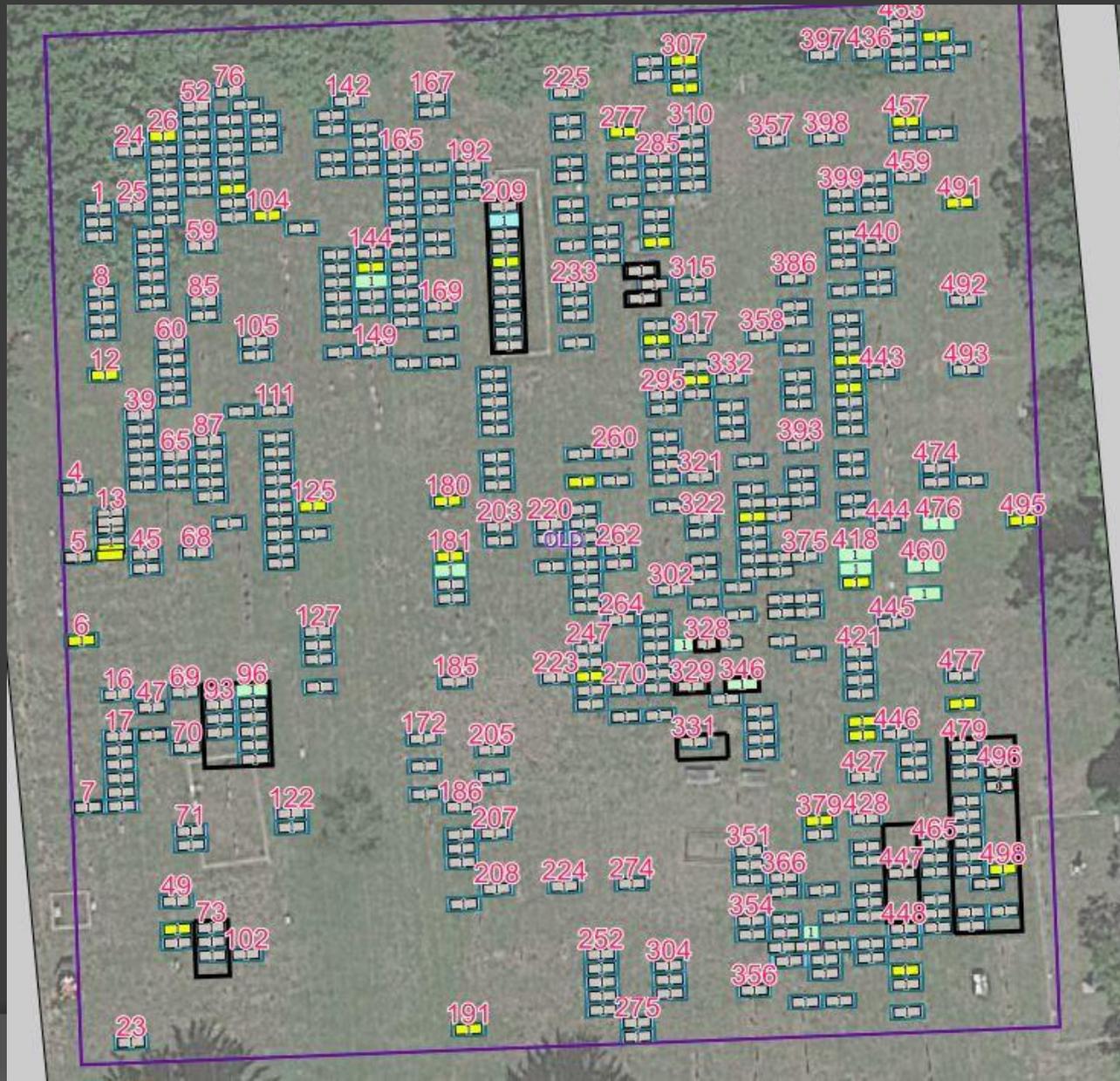


## Town of Lunenburg - South Cemetery

Lunenburg, MA



# CIMS Cemetery Management Software



# CIMS Cemetery Management Software

## Town of Lunenburg - South Cemetery

Lunenburg, MA

### Cemetery Search

Burials

Search by:  Search for:  Exact:

Last Name  Last Name

[https://burialsearch.com/ecims#/s/489/Town\\_of\\_Lunenburg\\_-\\_South\\_Cemetery/2092](https://burialsearch.com/ecims#/s/489/Town_of_Lunenburg_-_South_Cemetery/2092)

[Direct Link](#) [GPS Direction](#) [Google Nav](#)

### Burial Information:

First Name: **Allen J.**  
 Last Name: **Morse**  
 Age: **76**  
 Death Date: **11/02/1947**  
 Veteran: **No**

**Legend**

- Available
- Reserved
- Restricted
- Sold
- Sold With Burial
- Burials
- Veteran

Lat, Lng: (42.579988, -71.709177)

460	495	530	565
461	496	531	566
462	497	532	567
463	498	533	568
464	499	534	569

# FY2023 Operating Budget

			2023 BUDGET
<b>01495 CEMETERY DEPARTMENT</b>			
51100	WAGES		10,000.00
52000	SERVICES		28,000.00
54000	CEMETERY SUPPLIES		3,000.00
<b>TOTAL CEMETERY DEPARTMENT</b>			<b>41,000.00</b>

# Draft FY2024 Capital Budget

## TOWN OF AYER CAPITAL BUDGET REQUEST FORM

DEPARTMENT: Cemetery

FISCAL YEAR: **2024**

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete a Form B for each request appearing on this sheet.

	Item Requested	FY24	FY25	FY26	FY27	FY28
1	Resurface Access Road/Driveways	\$25,000				
2	Storage Building Rehabilitation		\$50,000			
3	Grave Repairs			\$75,000		
<b>Yearly Totals</b>		<b>\$25,000</b>	<b>\$50,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>







# Current Regulations and Fees

- Current Regulations and Fees were adopted on April 19, 2022, by the Ayer Select Board
- The Regulations and Fees were similar to the Woodlawn Cemetery Company, with minor changes

Item	Fee	Notes
<b>Full Burial Lot</b>	\$800.00	\$600 for cost and \$200 for perpetual care
<b>Ash Burial</b>	\$350.00	-
<b>Ash Vault</b>	Varies	Based on Size - \$150 L, \$120 M, \$100 S
<b>Winter Burial</b>	\$200.00	If grave needs to be thawed
<b>Veteran's Marker</b>	\$0.00	-

# Current Regulations and Fees

- Regulations:

<https://www.ayer.ma.us/cemetery/pages/regulations>

Woodlawn Cemetery Regulations

**Woodlawn Cemetery**

General Regulations  
(Effective Date 04-19-2022)



*The purpose of Woodlawn Cemetery is for the burial of human remains. When purchasing cemetery lots you are purchasing the right to bury human remains in the cemetery. Perpetual care must also be purchased for the maintenance of the lots. Ownership of the property remains with the Town of Ayer.*

Examples: Rules regarding monuments, plantings, waste, water usage, etc.

# Responsibilities of the Cemetery Commission

- ⦿ Appointed, 3-member Commission responsible for Ayer's public cemeteries (currently only Woodlawn)
- ⦿ Responsibilities:
  - Determine policies, rules, and regulations
  - Determine Fees for cemetery services
  - Determine burial layout
- ⦿ DPW is responsible for care, maintenance, and administrative functions

# Initial Next Steps

- ◎ Organize Cemetery Commission
  - Vote a Chairperson
- ◎ The regulations and fees need to be revised
  - Recommend DPW perform analysis and provide recommended changes to regulations and fees
    - Present regulations and fees of other nearby cemeteries and current industry practices
    - Financial analysis of Ayer's current revenues and costs for Woodlawn Cemetery
    - Provide recommendations to the Commission for consideration and discussion

Thank You

