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TOWN OF AYER
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Town of Ayer

CEMETERY COMMISSION

Meeting Minutes from March 6, 2023

Attendance: Members Betsy Diskin and Susan Tordella-Williams in person; Chairman Sam Goodwin, via Zoom

Also in Attendance: Dan Van Schalkwyk, DPW Director, and David Dean, Cemetery Superintendent

Call to Order: Sam Goodwin called the meeting called to order at 4:32pm in the First Floor Meeting Room of the Ayer Town Hall.

Acceptance of agenda and minutes

Motion: Goodwin moved and Diskin seconded a motion to accept the agenda. **Motion passed 3-0.**

Motion: Tordella moved and Diskin seconded a motion to accept the Feb. 6 meeting minutes. **Motion passed 3-0.**

Accounting procedures

After a lengthy discussion of how the fees and expenses will be processed in the town's accounting structure, Van Schalkwyk suggested inviting Town Finance Manager Barbara Tierney to a Cemetery Commission meeting to clarify.

Motion: Tordella moved and Goodwin seconded a motion to execute the three deeds to purchase cemetery plots and receive the \$4800. **Motion passed 3-0.**

Van Schalkwyk presented a letter to confirm of final funds from the Woodlawn Cemetery Company to the Town of Ayer for \$4,165.27.

David Dean told the Commission that the infant grave lot was now full and a decision needed to determine the next step.

Motion: Tordella moved and Diskin seconded a motion to authorize Dean to choose a new grave lot for ages 2 and under. **Motion passed 3-0.**

Motion: Tordella proposed and Goodwin seconded a fee structure for ages 2 and under as follows.

Motion passed 3-0.

\$150 for the grave lot
\$150 for perpetual care
\$200 to open the grave

Motion: Diskin proposed and Goodwin seconded a motion to require children 3 and older to purchase a full grave lot. **Motion passed 3-0.** Van Schalkwyk will present the fee addendum to the Select Board.

Continued review and revision of regulations

The Commission continued reviewing Woodlawn Cemetery regulations and coming to consensus on revisions and additions. Van Schalkwyk will assimilate the changes and the Commission will vote on them as a whole upon completion, then submit them to the Select Board.

New Business

Van Schalkwyk reported that the Select Board accepted the new cemetery fee structure passed by the Commission in February. He also reported that town employees will gain an orientation on grave digging during the procedure set for March 9. This will save the Town the expense of hiring an outside contractor to do the work.

Scheduling of Next Meeting

The Commission agreed to meet the first Monday of the month at 4:30 pm, when possible.

The next five meetings and locations are tentatively as follows.

April 10, 4:30 pm at the Department of Public Works office.

May 1, 4:30 pm at the Select Board Meeting Room, Town Hall

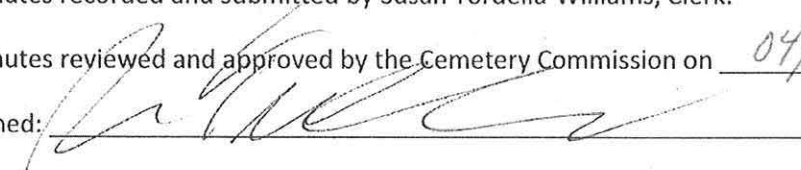
June 12, 4:30 pm at the Select Board Meeting Room, Town Hall

July 10, 4:30 pm at the Select Board Meeting Room, Town Hall

Motion: Tordella motioned and Diskin seconded it to adjourn the meeting at 5:50 p.m. **Motion passed 3-0.**

Minutes recorded and submitted by Susan Tordella-Williams, Clerk.

Minutes reviewed and approved by the Cemetery Commission on 04/10/23.

Signed: 
Susan Tordella-Williams