

Town of Billerica  
Cemetery Commission Minutes of Meeting held on  
January 13, 2025 @ 6:30PM

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TOWN CLERK  
BILLERICA

Peter M. Blaisdell, Jr., Chairman  
Paul Matthews, Vice Chairman  
Jim O'Donnell, Secretary  
Fred Russell, DPW Director, not in attendance  
Tim Chase, Supervisor  
Brienne O'Rourke, Principal Clerk

Meeting called to order at 6:34 PM by Chair Peter Blaisdell in the DPW Conference Room

Open Mike:

- Ann Buskey brought additional information on bench specifications and engraving for her father Nicholas Romano, all members including Mr. Chase agreed it was consistent with our requirements.
- Bill Higgins, he gave his consent to use photo of his wife's bench as an example of our requirement in letter to be sent to the Select Board

Old Business:

- Approved November 4, 2024 minutes 3-0, Motion to approve by Mr. O'Donnell, seconded by Mr. Matthews
- Supervisor's Final Report for 2024 by Tim Chase:
  - 116 internments, 22 Veteran's Markers, 52 foundations installed, 17 Flat Markers
- Supervisor's for 2025 by Tim Chase:
  - 4 internments
  - 3 casket lowering devices have arrived and are being used
  - UTV has arrived, Snowblower Attachment arriving soon.

New Business:

1. Brie to send January 14, 2025 letter regarding Memorial Benches
2. Next meeting scheduled for March 10, 2025, at 6:30PM, DPW Conference Room

A motion to adjourn was made by Mr. O'Donnell at 7:00 PM and was seconded by Mr. Matthews, 3-0 in favor to adjourn.