

Town of Billerica  
Cemetery Commission  
Minutes of Meeting on  
April 29, 2024

Present

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

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2024 MAY 15 PM 12:38  
TOWN CLERK  
BILLERICA

Meeting called to order at 7:00 PM by Chair Peter Blaisdell, Brienne Clark informed members and audience that the meeting was to be recorded and would continue to be recorded moving forward.

Open Mike:

- Sharon Cody, Hudson Monuments, representing the family to request a memorial bench for Megan Burke, Section 21D
- Jim Spinale, representing the family to request a memorial bench for son Michael Spinale, Section 21D
- Bill Wiggins would like to see if we can have the stop sign installed coming down Dove Path right before intersection with Hibiscus Path Section 21A. Would also like to donate spruces.

Fred Russell is going to consult with the Engineering Department to see if there is a proposed layout that we can look into for placing benches that make sense in order to avoid placing benches without any order. We also discussed limitations on the number of benches that can be placed per section and all must be of the same standards.

Tim Chase to discuss locations where Mr. Wiggins would like to place Spruce trees and report back to the Commission.

Old Business:

- Approved November 13, 2023, minutes 2-0
- Supervisor's Report 2023 by Tim Chase:
  - 198 internments, 33 Veteran's Markers, 54 foundations installed, 18 Flat Markers
- Supervisor's Report 2024 by Tim Chase:
  - 51 internments, 8 Veteran's Markers, 12 foundations installed, 2 Flat Markers
- Fred Russell Report
  - New lowering devices, 25k, has received approval from Board of Selectman and Finance
  - Paving sections 3, 4, 5, & 6, cost 30k
  - Caulking was done, install rubber membrane for columbarium, \$1,800, will be on Warrant Article in Fall Town meeting in October
  - Looked at St. Josephs Chapel in Chelmsford, would like to do something similar
  - Will look into possible locations at Fox Hill for Proposed Chapel
- Ralph McKenna, former Town Accountant Report on use of perpetual care income
  - Provided copies of Part I, Title XVI, Chapter 114, Section 25
  - Cemetery Commissioners may use money in income fund for whatever they want if they approve it
  - 1963-1993 Trust Fund analysis
  - Request information at anytime from Paul Watson, Town Accountant

- Cost of Chapel can be covered by the funds in the Perpetual Care Income account if the Commission approves it
- Recommends that the Commission makes a motion at the end of the fiscal year and request a funds report from the Town Accountant, Paul Watson
- As of 2022 report provided by Mr. Watson, Income Account for Fox Hill #01 = \$1,164,364.72

New Business:

1. Tim will discuss with Fred Russell repaving the North Cemetery, they will visit to determine
2. Bench location plan for new section
3. Planting Plan for new section
4. Possible Chapel location
5. Make a motion to request a report from Town Accountant for funds, Fiscal Year ends on June 30, 2024
6. Next meeting scheduled for June 10, 2024, at 7PM, DPW Conference Room

A motion to adjourn was made by Mr. Matthews at 8:00 PM and was seconded by Mr. Blaisdell, 2-0 in favor to adjourn.