

# WILLIAMSTOWN CEMETERY COMMISSION

July 24, 2025 \* \* Minutes - Draft

**Present:** Matt Couillard CH, Susan Lyons, Daphne Herwig, Matt Walker  
Guest:

The Meeting was called to order at 7:05 P.M. at the Town Office.

**Minutes:** Minutes from June 19, 2025 were reviewed. Motion made by Matt W. to accept as written, 2<sup>nd</sup> by Daphne H.

**Budget Status Report Dated:** July 22, 2025. Previous Year and Current Year

**Warrants:** Hill House Estates/Inv.#2388 (\$1,400.00) Burial Services; Snapping Turtle Treeworks/Inv.#2142 (\$1,675.00); Village Cemetery tree removal; Centec Cast Metal/Inv.#58721(\$292.00); Hill House Estates/Inv.#2397 July Contract Services (\$5,125.00); Hill House Estates/Inv.#77 Grass Marker Installations (\$300.00); Trustee of Public Funds – 24/25 Fiscal Year Lot Sales (\$650.00)  
Total = \$9,442.00

**Income:** Prev. Year: \$890.00 (2 Burials/Adams)  
Current Year: \$500.00 (Burial/Carpenter)  
Total = \$1,300.00

## NEW BUSINESS:

Susan L. I have included two Budget Status Reports. Looking at the one for the Previous Year, I have typed up the invoice for the Trustee of Public Funds for the Lot Sales in the amount of \$650.00. This is for the Fiscal Year 24/25. The Warrant has been signed and a check will be mailed out to Gary Storrs.  
The order was received from Centec for the veteran markers.

Matt C. I picked up the one for Alan Carpenter. Has the stone been done?

Susan L. I received an e-mail from JM Granite Works, Jonathan Maurice, saying that it was done and they would be doing the foundation. He asked for Joe's phone number so I will send him an e-mail with his number so they can coordinate the work. We also will need another current Certificate of Liability as the one they sent us expired July 10, 2025.

Matt C. I'll run up and put up the flag and holder once the stone is in.

Susan L. I received an e-mail today from Kimberly Blanchard regarding setting the foundation for the Knight monument. She is helping Will Knight with this process. I will get in touch with her and give her JM Granite Works and Joe Mangan's phone numbers.  
I also received an e-mail from Wendi Coburn regarding Virginia Bailey's slant stone that will be going in the Bailey lot in the East Hill Cemetery. (Passed around the picture of the stone with the dimensions).

Matt W. Mentioned that it was a little wider, 2" more depth than standard. It should be o.k. Is there one on the lot already? (Yes) It must be matching the one that is already there.

Susan L. I did tell her that it would need a base.  
Discussed the Sivright stone - - Kathy Moran had her 90<sup>th</sup> birthday gathering and all the family was here - - . Her daughter Sue Moran Guilmette who lives in AZ just called the office yesterday and I got ahold of her this morning. She wanted to talk about what is going on with the stone - - I told her that it is going to need a new base – I will give her Jonathan's information - - and it will also need to be reset. She thought that at some point it had fallen

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- Cont'd once before and had been reset. I told her that I didn't think that was the case. I told her that Dennis Beaudin had looked at it as well as others. The seal looked like it had weathered and not held. It sounds like they are going to be handling the repairs themselves. She didn't mention or question whether the cemetery commission would help with this. She did say that she would like to have the work done before this winter. I will get back to her and give her Dennis' phone number and Jonathan's.
- Matt W. Yes, Jonathan might be able to do the setting also. They are set up for it. Dennis is still setting stones, just slowing down.
- Susan L. Just looking at last month's minutes - - there was that stone in the upper section of Village that Joe was going to take care of. It has not been done to date. He mentioned that he was going to take some pictures of other stones in the Village that might need attention, I haven't received any as of yet. Know that he is busy and if he feels that he doesn't have time, maybe we could ask Jonathan.  
I brought his check with me tonight, but I will make sure that it gets mailed tomorrow.
- Matt C. Did you hear anything from the woodchuck guy?
- Susan L. Yes, Peter did stop in and we have all the paperwork completed. He should be good to go.
- Daphne H. What about the turkey vultures? Are they still hanging out in the Village Cemetery?  
Discussion - - no one has noticed.
- Susan L. I have a new report from Virtus with our current information. The ending value as of 6/30/2025 is \$49,897.09. It continues to do well.  
  
Talked about the fencing in the Village Cemetery – went over the measurements of what is available from the product that we picked out and what we might need. The sections are in 10 ft lengths with 4 per section, plus the top board. There is 38 sections from Circle Street to the back corner. \$4,723.40 is what I have come up with for a rough estimate. I will need to check with someone about pricing at RKMiles and boards needed.
- Matt C. Asked about pricing if buying in larger quantities. The other question is - - are we going to do this ourselves? Or hire someone?
- Matt W. Are we talking about doing this in three different segment?  
Yes - - Circle Street first - - then the back section and then the lower section.  
The back section has a lot of rotten and broken boards but does have the granite posts..  
The lower field doesn't look like it has granite posts. Might be a 4x4 post. We should probably use pressure-treated posts down there if the ones there now need to be replaced.
- Susan L. I will do some more work on the pricing. I'm not sure when we will need to let the Trustees of Public Funds know.
- Matt C. I think we just need to let them know and they will have a meeting.
- Susan L. If the rough estimate isn't too far off we can get started with the meeting with the Trustees. I know that we had discussed getting new chains for the driveways into the cemetery, so maybe we could ask for a little extra to cover that expense also plus screws, for the boards.
- Discussion - Carpenters who might do this job. Garrett Washburn does fencing.  
Should get at least three bids. Will have to include labor into what we will need for money to complete this project.
- Matt C. I can measure the gates to get an idea of what we might need.

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Susan L. At some point the front gate off Henry Road needs some work as well as some of the fencing.  
Discussed locking it permanently. No one should be driving in that way.  
All agreed to permanently shut and lock it!

Matt W. Where do the dividend checks go from the Virtus account?  
Susan L. They get mailed to the Trustee of Public Funds.

Matt C. Anything else? Nothing - -

Matt W. I'll make a Motion to adjourn. 2<sup>nd</sup> by Daphen H. - - All agreed.

Meeting adjourned at 7:35 p.m.

Next Meeting: August 28, 2025

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