

WILLIAMSTOWN CEMETERY COMMISSION

September 25, 2025 * * Minutes - Draft

Present: Matt Couillard CH, Susan Lyons, Daphne Herwig, Matt Walker, Joe Mangan

The Meeting was called to order at 7:04 P.M. at the Town Office.

Minutes: Minutes from August 28, 2025 were reviewed. Motion made by Matt W. to accept as written, 2nd by Daphne H.

Budget Status Report Dated: Sept. 22, 2025 - Current Year – was presented and reviewed.

Warrants: Hill House Estates/Inv.#2495 (\$5,125.00) Sept. Contract Services; Julie Henderson – Lot bought back (\$500.00) Total = \$5,625.00

Income: None

NEW BUSINESS:

Susan L. Explained the expense under Lot Sales - - Julie Henderson had stopped in the office and asked that we buy back her lot in the West Hill Cemetery. She paid \$500.00 for it and we have done a Warrant for this and told her that the board would need to o.k. her request. She is looking to do a family burial plot on her home property.

Discussion followed. She will be having the corner posts removed. A draft letter was read at the meeting and if approved it can be mailed to her with the check. I am also including information on the state regulations on home burials. Any comments?

Joe M. Discussion - Joe M. mentioned that we should also mention in the letter that the holes from the corner posts will need to be filled in.

Matt W. I'll make the Motion that we buy back the lot from Julie Henderson in the amount of \$500.00 with the conditions in the letter.
2nd by Daphne H. So noted and approved

Matt C. next – Joe's report on the cemeteries.

Joe M. Mentioned that he met with someone in the Village Cemetery who wants to purchase a lot and put a "monstrous columbarium" that would hold around 46 crypts. I suggested looking down by the lower fence area for a lot.

Susan L. So why should we allow someone to do that in our cemetery and benefit from selling space?

Joe M. Well – it would be for his family. The burial rights would be just for his family. He wouldn't be selling space for anyone.

Daphne H. He needs to come to a meeting.

Joe M. Yes – that's what I told him. He would need to come with a drawing of what he wants. He works for Rock of Ages. There's one sitting there apparently and they want it moved.

Susan L. Does he have to be in the Village - - would he like West Hill?

Joe M. We did the last mowing in the cemeteries this past week. It's just too dry to do it again. There are a couple of lot sales that are pending.

Susan L. Mr. Quintin dropped off the design for his grass marker that he would like to get approval for. The design was passed around and the Board approved. I'll let Mr. Quintin know that he can go ahead with getting this made up.

WILLIAMSTOWN CEMETERY COMMISSION

Sept. 25, 2025 * * Minutes - Draft - - Page 2

- Joe M. Asked if I had gotten any of the paperwork for the last funeral?
- Susan L. Referring to Louise Longchamp, daughter of Clifford Hebert. No - - I spoke with Janet at Hooker-Whitcomb's and she told me that Nick was going to give it to you the day of the funeral. Did you bring it with you? The paper that should still be signed is the "non-Recoverable Cremains. Because she wasn't married, would it be the mother that needs to notified? A'della Hebert?
- Joe M. Nick gave me the check and the Certificate of Cremation. Not sure if Mrs. Hebert is the one to contact about signing paperwork for us. No - - Kaira takes care of the part of sending in paperwork.
- Susan L. One of the reasons that we ask for the Grave Opening Authorization form is to have it marked as to where the cremains/body is buried on the lot. The stone for the Hebert's has two names on it - - where was she buried? In between ? towards the bottom of the lot?
- Joe M. We have it marked on our records as to where the burial was, for example – 2 feet in front of the name on the stone. She was buried in between the names.
- Susan L. I don't get that information for our records - - .Also – what were the cremains in? A special urn?
- Joe M. Just a box.
- Susan L. Then we should have the Non-Recoverable form signed. In the future I will send the papers that we need signed to the funeral home directly.
- Susan L. Another family with a question regarding extra burial space on the family lot. The Lasell lot in the East Hill cemetery - - specifically the John Lasell lot. I have a rough draft of the lot - - one of the family members – Elizabeth (Lasell) Bicknell stopped in to ask if there was space for 4 additional cremation only burials. I asked Joe to look at the lot also, he roughly measured the area and feels that there is space available. Should there be restrictions for grass markers only? All agreed on grass markers only. I will get in touch with Elizabeth with our decisions and restrictions. The 4 people who will be using this space should be listed in their file.
- Susan L. Next – I spoke with Lance Allen at rkMiles today - - they have the material in stock so once we get the go ahead I can place the order. We also need to let Mike MacAskill know as he wants to get this on his schedule. I sent the Trustee of Public Funds a letter requesting the funds on Sept. 2, and as of today I have not heard from them. Gary Storrs had stopped in the office last week and I did ask him if he had received our letter and he said yes. They have to set up a meeting to include Jennifer Allard, our Town Treasurer and with the Fund company (?) and I don't have a date on that yet. Also, Mike MacAskill requires a deposit of 30% - - which is \$1,014.00 before work can be started.
- Daphne H. So we need to vote on whether to take it out of some of our funds and reimburse that account when we get the other check?
- Matt C. We can borrow it from ourselves to get the project going.
- Matt W. We can borrow if from Maintenance, it has \$3,000 allocated.
- Daphne H. I'll make the Motion that we take the deposit for Mike MacAskill out of Maintenance in our budget and replace it once we get the money from the Fund.
2nd by Matt W. All agreed and approved.

WILLIAMSTOWN CEMETERY COMMISSION

Sept. 25, 2025 * * Minutes - Draft - - Page 3

- Susan L. So do I have a Motion to go ahead and place the order for the material?
Matt W. How much did the order turn out to be?
Susan L. It was close to \$5,000 with the top rail plus the special screws. The price had not changed.
- Matt W. I'll make the Motion to place the order for the materials needed. 2nd by Daphne H. All approved.
- Susan L. Just a couple more things. We received a dividend check from Virtus today in the amount of \$232.05. The original was mailed today to the Trustee of Public Funds, c/o of Gary Storrs.

In the East Hill cemetery there is a grass marker that is sinking into the woodchuck hole, it needs to be fixed. Gave Joe the picture of the stone and asked if he could take care of this. (He said yes he would take care of it.) There is also a large chuck hole by a monument in the Village Cemetery that needs to be filled in. I can do this one.

Asked Joe if he could get us his figures for his contract by the October meeting.

Also shared a couple of pictures of the black fence in the West Hill Cemetery. A piece of the corner stone is missing and the fence has been bumped out of line.

Discussion followed. (MC) Maybe moisture had gotten in the corner stone and freezing had something to do with it. (MW) Rust showing on the stone (SL) How do we fix it? (JM) It's cast material (MW) Hard to fix (DH) Can we realign it and wire it together? Or take it down? (SL) I don't think that we have a right to take it down – it's not falling down. (MW) We could try to wire tie it to the other post for now. As far as the missing corner stone, because of the rust stain on the stone it doesn't look like it happened recently. (MC) I can run up and take a look at it. (SL) Just wanted to bring it to everyone's attention. (JM) It looks like it might have rusted out at the bottom.

I have been checking the Veteran's list with the flags in the cemeteries and will have to order some extra WWII flag holders. There are two needed in East Hill and one in West Hill. I also noted that there is an empty lot in West Hill for Herve Roy - - not sure if he was buried there. So, in researching this at the office it looks like he sold back the lot in 2002 and looking at his death certificate it notes that he was buried in St. Sylvester's Cemetery.

- Joe M. I can check on this as I mow that cemetery. Send me the information and I'll see what I can find out.
- Susan L. Last year Larry Wiggin had said that he wanted the Ash tree and Lilac trees cut down by the John and Mary Capron's stones. This is in the West Hill Cemetery – over by the Elijah Paine Monument. Is this something that we can do?
- Matt W. I was able to cut down the overhanging branches in the Village Cemetery. Haven't had time to trim around the other cemetery stones yet. I noticed the road into East Hill has trees that need to be trimmed back.
- Matt C. Possibly next year we can plan a work day to take care of some of this stuff. I stood up the granite post back up in East Hill in the lower section. Might need a third one to place where the stump was to try and keep people out of that area. I also looked at the fence posts in the Village Cemetery in the lower field. They look like they are pressure treated posts as well as a few granite posts.

WILLIAMSTOWN CEMETERY COMMISSION

Sept. 25, 2025 * * Minutes - Draft - - Page 4

Matt C. Anything else? Nothing - -

Daphne H.. I'll make a Motion to adjourn. 2nd by Matt W. - - All agreed.

Meeting adjourned at 7:50 p.m.

Next Meeting: October 23, 2025
