

WILLIAMSTOWN CEMETERY COMMISSION

October 1, 2026 * * Minutes - Draft

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

The Meeting was called to order at 7:10 P.M. at the Town Office.

Minutes: Minutes from August 27, 2026 were reviewed. Motion made by Daphen H. to accept as written, 2nd by Matt W. All approved.

Budget Status Report: Current Year Report dated Sept. 28, 2026 was presented.

Warrants: Hill House Estates, LLC – Inv #2812 (\$5,125.00) September Contracted Services; r k Miles/Inv. #438799 (\$4,592.22) Village Cem. Fence material; r k Miles Inv/#439655 (\$1,544.68) Village Cem. Fence material Total Paid Out \$11,445.90

Income: C. Page lot in West Hill Cem (\$650.00); C. Hebert lot in East Hill Cem/2 grass markers installed (\$250.00); G. Poirier burial in Village Cem (\$800.00) Total Rec'd = \$1,700.00

NEW BUSINESS:

Matt C. Has everyone had a chance to review the minutes? Any comments? Anything to add?
Motion made to approve the minutes noted above.
No report from Joe as he is not present. Asked if he had been notified of the meeting?

Susan L. Yes – I had e-mailed him a couple of times this week and reminded him on Monday's e-mail of the meeting this Thursday. I will reach out to him and let him know of the meeting on Oct. 22nd and that we need his new contract.
Just a quick up-date on the Village fence project. Material was delivered on Sept. 21st. Old fencing has been removed and I noted that Mike was in the cemetery a couple of times this week putting in stakes for the new posts.
A quick review of some things that have come in recently.
(1) Carla Pickett has inquired if she could put a grass marker in our cemetery next to where Felicia Quintin is buried. No ashes, no burial, just would like a place where he could be remembered and named. I did send her information on purchasing a lot and having a grass marker placed. I will need to reach out to her again to make sure she understands that a lot will need to be purchased.
(2) I had a call from Tim Carrier regarding his stone in the Village Cem. He wanted to let us know that he is planning on having the stone removed to have the Lord's Prayer put on the back of the stone and Randy Walker would be doing this. I reached out to Randy and told him what papers we would need so he could get this done.

Matt W. Up-date on this - - after discussing this job, a decision was made to have Dan Grenier do the job in the cemetery to minimize any possible damage by removing the stone, especially as it is a black stone. Randy is working on the paperwork now. Will let Dan know that he also needs to fill out some papers first. We recommend him to others for this kind of work.

Susan L. Sounds good - - it will be nice to have his contact information for work that we might have.
(3) Andy Hebert is having two grass markers installed for family in the East Hill Cemetery. Joe has been notified of this also. The grass markers have been dropped off already.
(4) Cheryl & Darrel Lasell have inquired about purchasing a cremation lot in the East Hill Cemetery. I have sent them some information on this as well as notifying Joe by e-mail.

Matt C. Didn't someone in the Lasell family ask about space available in the Lasell lot last year?

Susan L. Yes – someone did. I don't recall who had asked about it.

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Susan L. We also had a request from Keith Washburn to purchase two lots in our cemetery, not sure which one – but I did forward this information to Joe as well. Will follow up on it.

Budget: Worksheets handed out but not able to work on them as Joe was not present and we didn't have his Contract information.
Some discussion followed on figures mostly staying the same.
Question again on the possibility of adding a separate line-item for the special projects that we get money from the Trustee of Public Funds. How to put in a figure for the income was brought up - - we did get a quote from Mike MacAskill for the replacement of the fencing at the top of the cemetery off Circle Street for \$9,346.26 and we could use that figure and round it up for inflation/price increases on material/labor. The figure of \$12,000 was decided on. This way, anyone looking at the budget could clearly see why there was such a large figure under Cemetery-Other. A clean budget looks better in the Town Report. Noted that the income received from burial services and lot sales is just an estimate also as we have no way of knowing ahead of time what they might be.
Discussed naming the new line-item as "Special Projects". All agreed. Talk with Jennifer.

Discussion was to hold off working on the budget until next meeting. Remind Joe that we will need his new contract by then.

Matt C. Any other business? None. Do I have a Motion?

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

Meeting adjourned at 7:30 P.M.

Next Meeting: October 22, 2026
