

**Mt. Vernon Cemetery
35 Worcester Street
West Boylston, MA 01583
November 29, 2022 Meeting Minutes**

Chairman Menard convened the meeting at 10:00 am.

Members present: Mr. Menard, Mrs. Bohnson and Mrs. Mard.

Also Present: Town Administrator, Jennifer Warren-Dyment and DPW Director, Kevin Duffy

Public Comment There are no residents in attendance at this meeting.

Holbrook Chapel Activity A funeral was scheduled for the Holbrook Chapel. During a conversation, Mr. McKee told Mrs. Mard about the funeral and commented that the chapel needed to be cleaned. There were many funerals scheduled for the same timeframe limiting the time available to clean. Mr. and Mrs. Mard volunteered to do the cleaning. During this cleaning they discovered the heavy glass globes on the floor lamps are not attached to the stands. Having these repaired or the stands replaced was suggested as the globes are very nice. The subject was tabled until the next meeting.

Request for Proposals for the Cemetery Master Plan Services Paul X. Tivnan Drive Town Administrator Warren-Dyment explained the process used in Shrewsbury to select a company. The town of Shrewsbury Chose BSC Group whose total proposal fee was \$88,900.00. Ms. Warren-Dyment and Mr. Duffy will prepare the RFP. BSC Group RFP will probably be tweaked to meet West Boylston's requirements. Care and custody of the cemetery property falls under the Trustees.

Additional items regarding the new cemetery to be included in the RFP are:

- Address drainage and runoff concerns based on the test pits
- Specific requests will cause less change orders
- Phase the plan over decades
- Include a building with kitchen and bathroom
- Future personnel
- Additional uses for the land such as solar panels

The Trustees were provided with a copy of the Shrewsbury RFP and asked to edit it to fit West Boylston and be prepared to discuss at the December meeting. The desired timeframe for the draft is January and there will be 30 days between the advertisement and bid opening. Implementation of the bid results to proceed in April 2023.

The next meeting of the Trustees will be December 12, 2022.

With no further business to come before the Trustees and upon motion of Mrs. Bohnson, second by Mrs. Mard it was voted all in favor to adjourn at 11:08 a.m.

Respectfully submitted,

Barbara A. Mard, Clerk

Ronald Menard, Chairman

Siobhan Bohnson, Vice Chairman