

Town of Billerica  
Cemetery Commission  
Minutes of Meeting on  
April 24, 2023

Present

Paul Matthews, Vice Chairman  
Peter M. Blaisdell, Jr., Secretary  
Jim O'Donnell, Chairman  
Fred Russell, DPW Director  
Tim Chase, Supervisor  
MaryAnn Rafferty, Principal Clerk

Meeting called to order at 7:05 PM by Secretary Peter Blaisdell.

Open Mike: Bill Higgins, moving forward with donating the memorial bench for his wife, Cemetery Department will pour the foundation pad for it and then monument company that Bill has hired will install. Bill also mentioned that he has noticed vehicles coming down Dove Path right where it meets Hibiscus Path (Section UL & Section 21A) at a high rate of speed and is concerned that there will be an accident and, should a stop sign be installed. Chief Matty stated that the proper procedure would be to reach out to Chief Frost and Sargent Glen Magnan in the Traffic Safety Unit to have them take the matter under advisement as you are not allowed to install a Stop sign in Billerica without their review and approval. Mr. Blaisdell agreed to reach out to Sgt. Magnan.

Old Business:

1. Approval of minutes of February 6, 2023; 2-0 to approve PB & PM
2. Supervisor's Report 2023 by Tim Chase: 65 internments, 22 Veteran's Markers, 54 foundations installed, 15 Flat Markers
3. Discussed with Fred about having BSC Group or other do a conceptual design of garage and new chapel. Possibly do this in-house. New DPW building should be coming on line in the near future so a Chapel at current building a possibility.

Dean Laurendeau spoke in opposition of having BSC Group work on project, not happy with their original design of the cemetery expansion and the loss of 37 graves due to encountered ledge. The loss of graves was confirmed by Tim Chase and noted by the Commission.

4. Bench locations: Defer to Tim
5. Camera Quote: Fred is interested in having cameras installed but wants to look at the overall picture with the master planning that he is thinking of doing to see where they most make sense
6. Kiosk: Fred & Tim want to have a Kiosk installed at the office so that anyone can search for graves when no one is there. Dean mentioned the one at St. Mary's in North Tewksbury. Also talked about having an App that you can install on one's smartphone, Chelmsford has such a feature.

New Business:

1. Fred Russell introduced Tim Chase as the new supervisor
2. Veteran's Stickers on Niche Walls, okay with Commission
3. Tim wanted to know if we could provide a new lowering device but we believe that it would not qualify as maintenance and upkeep cost so he will discuss with Fred.
4. Next meeting scheduled for June 5, 2023, at 7PM, DPW Conference Room

A motion to adjourn was made by Mr. Matthews at 7:53 PM and was seconded by Mr. O'Donnell, 3-0 in favor to adjourn.