

Town of Millbury
Minutes of
Cemetery Commission Meeting
February 7, 2023

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2023 APR 18 PM 6:05
MILLBURY, MASS.

ITEM ONE – CALL TO ORDER

Randy Mogren called the meeting to order at 4:31 p.m.

Present: Randy Mogren, Robert Roy, Keith Caruso, Amy Paquette-Riordan and Michelle Nordstrom.

ITEM TWO – GUEST/SPEAKER:

Frank Occhipinti from Weston and Sampson presented the updates and plans for the Cemetery Expansion Project. He informed the Commissioners that the permitting process has been completed. The permits were filed/accepted on 11/16/2022 and are good for 3 years. Final design plans have been submitted to Conservation and the Cemetery Commissions for review. The design includes 21 double plots, 263 single plots and 25 small plots. After a discussion between Randy and Frank it was determined that it may be necessary at a future date to subdivide some of the single plots and designate them as cremation plots.

A discussion regarding water lines. Water bids and yard hydrants between the parties resulted in the placement of two spigots, one being located at the beginning of the new section and the other being placed at the end of the new section. The engineer also determined that the water line shall be run down the paper road as not to interfere with the graves and pavement on Water Street. It was also determined that the sale of lots in that section will be sold from the paper road to Water Street.

Keith Caruso reminded the engineer that a cape cod style berm will need to be installed to deter individuals from parking on the graves. Frank informed Keith that a regular berm will be installed as the cape cod style berm is flatter. Keith approved the use of the berm recommended by the engineer and what was depicted on the plans. Also, Keith requested that a concrete pad and a fenced in area be added for the placement of the dumpster. The location of the dumpster will be determined at a later time.

Keith asked if Weston and Sampson had estimated the construction costs. Frank stated that they would have to take another look at them as he wouldn't be surprised if the cost for the project would have doubled since the last time. Frank will try to have new construction cost estimate by the end of February so it can be presented at Town Meeting.

The bid schedule will be dependent on Town Meeting approval. The project details are as follows:

MILLBURY CEMETERY BID SCHEDULE		
Task	Duration	Approx. Timeframe**
1 - Site Survey	1 Month	Spring 2021
2 - Preliminary Design (25%)	2 Months	Fall 2021
3 - Concept Design (30%) to Final Plan (65%) (75%)	4 Weeks	Fall 2021
4 - Final Design (100%) / Contract Documents	3 Weeks	
5 - Comments Back from Town	1 Week	
6 - Out to Bid / Bid Period	2 Weeks	
7 - Bids Due	4 Weeks	
8 - Contract Execution	4 Weeks	
9 - Start Construction	1-2 Months	
10 - Complete Construction	3 Months	

As the time frame indicates this project would start approximately in September of 2023. With a November completion date. Randy asked if the bid contract would be awarded for the entire project to one contractor. It has been determined that one bidder would be awarded the contract and that contractor may subcontract out parts of the contract like tree removal.

ITEM THREE- MEETING MINUTES:

The Cemetery Commissioners reviewed, approved and signed the meeting minutes from the October 18, 2022 meeting. Randy Mogren made a motion to approve the minutes as presented and a second was made by Bob Roy.

ITEM FOUR-NEW BUSINESS:

Nothing at this time.

ITEM FIVE – MONUMENTS/FLAT MARKER APPROVALS:

Nothing at this time.

ITEM SIX-OLD BUSINESS:

Discussion was had about ear marking a certain number of graves in the new section for cremation lots. Bob Roy also stated that they need to figure out what roads will be taken out in the future and whether they will need to pave a certain area off of Waters Street. Bob stated just need to think about a possible two to three foot strip.

ITEM SEVEN-NEW BURIALS:


Ryan Anderson	10-11-2022	Sec. 6 Lot 45 R (Full)
Gary Bousquet	10-12-2022	Sec. 2 Lot 745 L (Cremains)
Michael Kozlowski	10-26-2022	Sec. 10 Lot 94 L (Full)
Pauline Army	11-2-2022	Sec. 2 Lot 604 (Cremains)
Charles Macomber	11-3-2022	Sec. 2 Lot 96 (Cremains)
Eleanor Platukis	11-3-2022	Sec. 6 Lot 68 R (Cremains)
Philip A. Dubuque	11-29-2022	Sec. 10 Lot 186 (Cremains)
Maureen E. Trottier	11-30-2022	Sec. 10 Lot 1 (Full)
Gary Kostrzeba	12-6-2022	Sec. 2 Lot 698 (Full)
Doris Taft	12-9-2022	Sec. 2 Lot 682 (Cremains)
David & Carol Larose	12-10-2022	Sec. 10 Lot 116R (Double Urn)
Carolyn Taylor	12-13-2022	Sec. 2 Lot 388 (Full)
Roger Russell	12-21-2022	Sec. 2 Lot 491 (Full)
Dorothy Fox	12-21-2022	Sec. 2 Lot 451 (Full)
Leonard R. Marrino Jr.	1-19/2023	Sec. 7 Lot 52 (Full)
Barbara Butler	1-23-2023	Sec. 5 Lot 172 (Full)
Robert Grady	2-7-2023	Sec. 8 Lot 56 (Full)
Larry Rudolph	2-10-2023	Sec. 10 Lot 121 L (Cremains)


ITEM NINE– ADJOURNMENT

Randy Mogren made a motion to adjourn at 5:08 pm Bob Roy seconded that motion.

The full meeting content is available on the Millbury Public Access Channel.

Respectfully prepared by Amy Paquette-Riordan


Randy Mogren


Robert Roy