



**TOWN OF WESTFORD**  
**BOARD OF CEMETERY COMMISSIONERS**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886

Telephone (978) 692-5526

**MEETING AGENDA**

May 11, 2023

8:30 a.m.

Meeting will be held virtually – instructions are below.  
This meeting is being recorded and may be made available on  
the internet.

- 1. Call to Order & Recording Announcement**
- 2. Open Forum**
- 3. Approve Minutes**
  - March 9, 2023
  - March 28, 2023
- 4. Open Meeting & Public Records Laws Review**
  - Massachusetts Municipal Association Presentation Highlights
  - Open Forum Purpose & Consideration
  - Agenda Item Specificity Requirement
  - Avoiding Quorum Violations
  - Public Records Requirements
- 5. Department Reports**
  - Budget Report – Steve
  - Burial Report, Deeds to be Signed – Heather
- 6. Commissioner Reports**
  - Patriot's Day Candlelight Tribute – Linda
  - Flags on Veterans' Grave Sites – Terry
- 7. Unfinished Business\***
- 8. New Business**
  - Section I Headstone Variance Request
- 9. Schedule Next Meeting**
- 10. Adjourn**

\* This is included in case a matter not reasonably anticipated is brought before the board

All members of the public are invited to a Zoom meeting.

When: May 11, 2023 08:30 AM Eastern Time (US and Canada)

Topic: Cemetery Commission

Register in advance or at any time prior to the conclusion of this meeting by accessing the following link on your computer, smart phone or tablet:

[https://westfordma-gov.zoom.us/webinar/register/WN\\_eyOiFQLkT4GNp8fMxvVutg](https://westfordma-gov.zoom.us/webinar/register/WN_eyOiFQLkT4GNp8fMxvVutg)

Registration requires only that you provide a name and E-mail address.

After registering, you will receive a confirmation email containing information about joining the meeting and you will be provided with immediate access if the meeting is already in progress.

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at

<https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT, or by the Town.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to [tmaa@westfordma.gov](mailto:tmaa@westfordma.gov).

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