

**Carlisle Cemetery Task Force
Report of Findings
February 11, 2025**

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Introduction: Purpose of this report

As directed by the Select Board, the charge to the Cemetery Task Force is as follows:

The Cemetery Task Force will evaluate the current state of the town cemeteries' operations and workflows and report to the Select Board with findings and recommendations for improvement. The Task Force will address:

1. Maintaining the character and historical significance of the cemeteries in the community
2. Workflows, continuity of operations, and policy review
3. Space utilization and potential expansion
4. Capital investment

Why we are performing this analysis

Carlisle has made a concerted effort for the past several years to enhance its administrative and governmental functions with digital and automated systems. The goal is to create efficiency and reduce human error where needed, increase transparency and verifiability where expected, and offload managerial functions to administrative personnel where appropriate, while retaining the essential human interaction wherever possible. Digitization and automation are integral components of this process, which help reduce errors and costs, increase turnaround times, and enable replication of complex processes.

The management of Green Cemetery under the DPW umbrella is a prime candidate for just such a makeover:

- The end-to-end workflow is heavily manual
- Records are cross-referenced in handwritten notebooks
- The institutional knowledge resides largely with the Cemetery Superintendent
- A successor would be unable to take over without an online system which standardizes each step of the workflow and manages the data
- The cemetery has a build-out timeline of approximately 8 years. A decision to expand or close the cemetery needs to be made well in advance of that date. Transitioning to a cemetery management system would provide the most accurate and timely information.

The Cemetery Task Force was formed to explore these issues, offer findings for consideration, and make recommendations where appropriate.

1. Current State

There are two town cemeteries, the Central Burial Ground on Lowell Road and Green Cemetery on Bedford Road. Central Burying Ground is currently undergoing maintenance as a result of a study by the Historical Commission and funded by Community Preservation Act (CPA) funds. As an older cemetery which reached capacity many years ago, Central Burying Ground requires upkeep rather than active operations. This report will focus on Green Cemetery, as it is an active part of the DPW's and town offices' operations, and as such impacts the town on a daily basis.

Green Cemetery was originally a private burying plot for the Green family and has been enlarged through various acquisitions since the mid-nineteenth century. When it became apparent the Central Burial Ground would be insufficient, Green Cemetery was acquired by the town in 1837 and became an active and integral part of Carlisle's history and tradition.

As noted in "*Carlisle, Its History and Heritage*" by Ruth Wilkins, Green cemetery was begun as an expansion of the Green family plot with a half-acre of land. It has since grown to include 2741 graves on 9 acres with many notable people within its gates, including the familiar names we use daily, such as Green, Clark, Parlin, Bingham, and Heald. Nine veterans of the Revolutionary War are buried in Green Cemetery, who were recognized on October 27, 2024 in a grave marker dedication ceremony. As a reflection of town pride, we honor those interred in Green with our Town Hall rooms, our street names, with salutes on Memorial Day, medallions for veterans, and continuous maintenance to welcome visitors and family members.

Operations

The Cemetery Task Force has examined Green's current operational processes, data management, and land use. The cemetery's operations are inefficient, and dependent on the Cemetery Supervisor's (Jim Hall) institutional memory and legacy handwritten log books dating back decades. There is no succession plan, should Jim want or need to pass the administrative role on to a more appropriate employee.

Workflow is sometimes constrained by incomplete data, workarounds, and a lack of subsurface data with which to plan routine burials – or avoid an embarrassing re-do when rock ledge or a shifted vault makes the original plot offer unavailable.

All cemetery operations, including burials, recordkeeping, building maintenance, and upkeep within Green Cemetery are under the purview of Jim, who oversees a crew which maintains the cemetery in all seasons, including the physical upkeep of grounds, structures, trees, roadways, and markers. The Wilson Chapel, Green "Summerhouse", Richardson Mausoleum, Heald Arch, and Green Arch are examples of significant structures within Green.

Additionally, Jim is responsible for all burial operations, including responding to a request for burial, whether from an individual, family, or funeral home, lot identification and acceptance, scheduling manpower and equipment for prep and burials, coordination of headstone and

interment, all paperwork including grave and family records, operational cost reporting, etc.

The list of interred persons is online at Carlisle's website. This site also includes Cemetery Rules and Regulations, Green Cemetery location (via Google Maps), and a list of Grave Locations which links to Google Maps and locates graves generally in Green Cemetery, but without "walk-to-grave" capability to find the grave, which some local cemeteries have as a component of their software package. The location function works on a cell phone as well, though the location is a static marker and the path to the grave is a generic Google dotted line.

Records

The old burials have been recorded in various notebooks with hand written notes, exceptions, and diagrams, some decades old. In order to match old and new records, new burials are also written into the notebooks to complement the old entries. Due to non-standard record keeping in past years it is not clear in some instances what are the contents of the lots and graves, or sometimes the exact location of the graves. This makes determining available space for new graves, and eventual capacity limits, difficult.

In the cemetery itself, it is sometimes not clear exactly where the boundaries are for each existing grave and thus for new graves. Currently Jim uses a metal prod to locate the burial vaults and establishes the new grave boundaries with metal markers. Excavating a new grave can reveal unexpected ledge or a shifted vault which can render the adjoining grave compromised or unavailable.

Only Jim Hall knows all the various idiosyncrasies of the cemetery which allows it to run seemingly without any issues, but his knowledge, though noteworthy, could be a significant liability at some point down the road when his successor takes up the administrative duties of the cemetery.

Back End Software

There is no application which ties the books and records, transactions and payments, to the activities in the physical cemetery. Cemetery management software is ubiquitous today, used by cemeteries large and small, and geared to resolve just these shortcomings.

This same software is customizable on the operational side, and paired with ground penetrating radar will show what is in the ground, including the types of burial vessels, position of the vaults, and any geological elements such as ledge, boulders, water, or miscellaneous articles. GPR is also invaluable when assessing the appropriate lot for a family where a grave within the lot may be compromised due to rock and thus a poor fit for the entire group.

Almost all local cemeteries from the Lowell Cemetery (19,000 memorials) to Ayer cemetery (3,000 memorials) have adopted, or are adopting, cemetery management software. Green Cemetery has approximately 2750 memorials. Ayer and Lunenberg, fairly comparable nearby

cemeteries (see table in Section 3), are integrating CIMS (Cemetery Information Management Software), an industry leader in the category with over 1000 clients. A dozen other cemeteries in Massachusetts run CIMS.

Capacity

The 4-and 6-grave lots in use, and also available for purchase, are - at Jim's discretion - not broken up for partial sales under our current practice. In many instances the full lot is not filled, leaving unused spaces throughout the cemetery.

There are approximately 215 graves available (as of November 1, 2024), but about 32 of them are in configurations that are partially filled but can't be sold under our current system, due to the constraints noted above. They could be offered under more flexible guidelines than we currently offer, perhaps as 2- or 3-grave offerings. Utilizing these available plots could offer alternative arrangements for smaller families and possibly increase the utilization of the cemetery.

Additionally, in some areas, due to the 4- and 6-grave lot structure, two lots cannot face each other (two sets of rows laid out like tiles on a floor) because of the space limitations of graves and headstones, which also results in underutilization of potentially available space. A more flexible approach with lots, using flat markers instead of headstones, not uncommon in many cemeteries, may result in better land use and create more offerings to customers. In lots which are compromised by limited space, especially in Section D, which prohibits full burials of the top row, designating such areas as cremations-only would utilize the land more fully and satisfy certain family needs. A policy directive from the Select Board would provide an approved set of actions for the DPW to act upon.

On an annualized basis we have sold 27 graves this year. As a "what-if" exercise, if we extended the D section along the current lines adjacent to the stone wall bordering the Banta-Davis land, an estimated 60 graves might be gained, which would be equal to $(60/27) = 2.2$ years, using our rough numbers. While the cost of surveying, legal search, and other necessary preparation would likely outweigh the benefit of 60 graves, the example illustrates the scale required to achieve an extended timeline for Green Cemetery.

This highlights a space crunch, and there are several unknowns in the forms of impenetrable ledge, hydrology, and the unforeseen contents of existing lots. At the current use rate, Green cemetery will exhaust the available land in about 8 years ($215/27 = 7.96$). To change nothing would be to let the cemetery reach capacity and close. To extend the life of Green would require an expansion of the physical space to an adjacent or non-adjacent plot of land. If the Board decides expansion is warranted, the next steps would be to pursue a plot of land and perform tests for suitability.

Expansion

If the decision is made to expand Green Cemetery, two parcels have come to our attention as areas already associated with Green Cemetery:

1. Banta Davis land – There is some indication that the original gift of the land was in part to accommodate expansion of Green Cemetery, as noted in Carlisle’s 2022 Master Plan (page 442). The 1972 Town Annual Report, Article 30 on page 19, records the Selectmen authorizing approximately 5.5 acres of land owned by Lillian R. Davis to be taken by eminent domain for cemetery purposes. **See Exhibit A – Carlisle Annual Report 1972.**

The Town Annual Report of 1973, page 31 article 8 states “it was voted (hand count 228 YES, 29 NO) that the Selectmen be authorized to purchase in fee or to take in fee on behalf of the Town for cemetery purposes and for school purposes or public works purposes, or both, a certain lot of mowing, pasturing and woodland situated in Carlisle about one-half mile southeast of the meeting house, containing 39.8 acres, more or less..” **See Exhibit B – Carlisle Annual Report 1973.**

An “Order of Taking” filed with the Commonwealth of Massachusetts in December 1973 notes the land given by Lillian Davis is “for cemetery purposes and for school purposes or public works purposes, or both...”. **See Exhibit C – Banta Davis, Order of Taking.**

In 2006 the Town Meeting voted to build sporting facilities on the Banta-Davis land. In 2012 the Mosquito reported that “DPW Superintendent Gary Davis examined the portion of the Banta-Davis land abutting the town’s Green Cemetery and has decided that it would not be usable for future cemetery expansion, freeing up the site for possible affordable housing.” In 2014 the Town considered using four acres of the Banta-Davis land for affordable housing. In summary, the Banta-Davis land has many interested parties, including Green cemetery.

2. The Leavitt grant – An interesting set of documents concerning the Leavitt family has come to our attention. There was a gift of land to the town for the use by Green cemetery by the Leavitt family. This gift is also referenced in “Carlisle, It’s History and Heritage” by Wilkins, on pages 328, 392, 392.

In the summer of 1938 Mr. & Mrs. Ashley Day Leavitt offered to give to the Town a parcel of their land on Church Street that abutted Green Cemetery on the eastern boundary for the purpose of cemetery enlargement. The Town accepted this offer and on October 4, 1938 a deed was executed by Myrtle Hart Leavitt granting to Carlisle “for cemetery purposes, a certain parcel of vacant land situated on Church Street in the said Town of Carlisle.” The parcel contained “about five and six-tenths (5.6/10) acres.”

This parcel of land seems to be partly wetlands, and has a trail running through it maintained by the Trails Committee. A boardwalk was built across a portion of it to the Banta-Davis land. This

land may have been considered for Green Cemetery at one time and thought to be too wet, but another look in today's environment seems warranted. **See Exhibit D – Leavitt Grant.**

There are other sites which may be appropriate if the Select Board determines expansion to be a viable avenue for Carlisle, in which case a wider search might be a consideration.

Public facing cemetery information

Currently the Carlisle website (<https://www.carlislema.gov/311/Green-Cemetery>) contains a list of all those interred in Green, lot number if available, and deed owner. By selecting a name, the site transfers the user to Google maps which shows the location on a satellite view of Green and will provide directions in the usual Google Maps fashion. This information is accessible by cell phone, as noted above. Cemetery management software generally offers a more engaging interface with greater detail on the grave, and for cell phones a QR code and a “walk-to-grave” feature which pinpoints the grave and can indicate whether the grave contains a casket or urn.

Geologic information

DPW does not have geologic information with which to adequately assess the conditions of new grave locations. Currently, Section C of Green Cemetery (see Appendix #1), at present the most active section, is encumbered by a great deal of ledge, causing delays and workarounds when attempting to lay out new lots, and possibly reducing the available land for future use. Many cemeteries use Ground Penetrating Radar to assess new ground, as well as to update the condition of existing burials. GPR would be extremely helpful today to save time and money in excavating lots.

2. Summary of Findings

	Finding	Action	Short, Medium, Long Term	Reco
1	<ul style="list-style-type: none"> • Keeping Green running is a very inefficient enterprise. Workflow is too dependent on management, tasks which should be more appropriately handled by associates are done by the Superintendent, and without new tools and automation there can be no viable succession plan. • We are operating much as we did 20 years ago, and we are behind our peers. Our historical data is kept in old log books, it is incomplete as to grave location and what is in each grave. Every new burial is constrained by unknowns, and risks erroneous information. We rely on hand written ledgers which only the Cemetery Supervisor understands, instead of a modern system which anyone can use. 	<ul style="list-style-type: none"> • Cemetery management software¹ (CMS) would create a new operational workflow, a replicable system to facilitate succession, introduce digital efficiency to a currently manual process, and permit any designated employee to handle the operational and recordkeeping aspects of the cemetery; • Record plot, lots, and grave contents, rock ledge and other geological conditions; • Inventory past, present and future lots, record prospects, sales, owners, detail on family and veteran status. 	Short	Yes
2	<ul style="list-style-type: none"> • The public app via cellphone, which is linked to the desktop software, could be more robust for a richer experience. Currently, the precise location of graves is not clear, and our full range of website information is not available. With integrated software the precise location is easily found and full information available. 	Software <ul style="list-style-type: none"> • CMS provides a public interface on the mapping, grave location, full data, phone interface, “walk-to-grave” functionality. • QR code to launch public facing phone app 	Short	Yes

¹ All software references would be part of one system

3	<ul style="list-style-type: none"> We are unsure of what is under the ground when digging a new grave and any new expansion. Ground penetrating radar would provide that necessary data. Additionally, historical information may be validated or gleaned from GPR. 	<ul style="list-style-type: none"> Ground Penetrating Radar (GPR) to determine what is in each lot so we can utilize the space most efficiently, and the composition of the earth where new graves are to be dug, e.g. Section C, and any new expansion areas. 	Short	Yes
4	<ul style="list-style-type: none"> We could possibly run out of space within approximately 8 years (estimate as of November, 2024). On an annualized basis we have sold 27 graves this year. We have 214 graves currently available, which on paper gets us to $214/27=8$ years, but Section C contains ledge so some areas cannot be utilized. Other impediments could reduce the number of available graves further. We need to either consider expanding the burial space or consider the cemetery closed in 8 years. 	<ul style="list-style-type: none"> Select Board to decide whether to expand If so, identify expansion areas and run preliminary tests for hydrology, geology, legal, etc. 	Medium Long	SB
5	<p>Website:</p> <ul style="list-style-type: none"> Our public facing information on Carlislema.gov has links to the Green Cemetery on the Homepage and under DPW. It would be worth exploring other connections and links to other pages, and including historical information. Policies should be periodically reviewed for operational clarity, and regulations enforced to provide a consistent and safe experience in the cemetery for all visitors. 	<ul style="list-style-type: none"> Review the Carlisle Green Cemetery website to potentially enhance information on our history, cemeteries, policies, and the connections with other town services Review the Cemetery Rules & Regulations and identify any updates where necessary 	Medium Medium	Yes

6	<ul style="list-style-type: none"> Space utilization in the cemetery could be more flexible to permit smaller lots and accommodate more non-standard burials. A policy to permit such flexibility is at the Select Board's discretion. 	<ul style="list-style-type: none"> Offer flat markers on graves that can't support a headstone. Offer 2- and 3-grave lots in 4-and 6-grave lot areas. Designate those areas which cannot accommodate full burials as cremation areas. 	Short	SB
7	<ul style="list-style-type: none"> Cemetery pathways "street signs" would enhance the visitor experience, as well as assist in cemetery maintenance. 	<ul style="list-style-type: none"> Install signs on pathways 	Medium	Yes
8	<ul style="list-style-type: none"> Foster community involvement to strengthen civic bonds and tap into the talents already in our community. This is not a complete or vetted list; it is composed to illustrate the open working relationship that would benefit Green Cemetery as well as the reciprocal groups. Initiatives of any groups within the cemeteries would be coordinated and visible. <p>Engaging more fully with other groups would provide an opportunity to coordinate with them more closely.</p>	<p>Groups with natural connections:</p> <ul style="list-style-type: none"> Central Burial Ground task force Historical Society Historical Commission SAR Scouts Veterans Environmental Sustainability Committee Carlisle 250 Committee Friends of Green Cemetery (New!) 	Short	Yes
9	<ul style="list-style-type: none"> Old record books should be preserved, archived, and digitized 	<ul style="list-style-type: none"> Professionally preserve and archive all old records 	Long	Yes
10	<ul style="list-style-type: none"> Some graves need restoration and/or remediation 	<ul style="list-style-type: none"> Refurbish gravesites 	Long	Yes
11	<ul style="list-style-type: none"> Registering the cemetery with the National Register of Historic Places would make it eligible for possible matching grants for restoration and rehabilitation of the structures within Green, and possible tax credits, while gaining access to information from the National Park Service on caring for older structures. 	<ul style="list-style-type: none"> Register the cemetery with the National Register of Historic Places. 	Short	Yes

12	<ul style="list-style-type: none"> • Upkeep of Wilson chapel, Heald and Green arches, Richardson mausoleum, Green “Summerhouse” gazebo, etc: Coordination of maintenance and restoration plans of elements within Green Cemetery would allow greater visibility and communication of projects and the associated costs. 	<ul style="list-style-type: none"> • Establish a shared work log, virtually tying together planned and actual work across town and other committees and groups. All work should be on the log. 	Short	Yes
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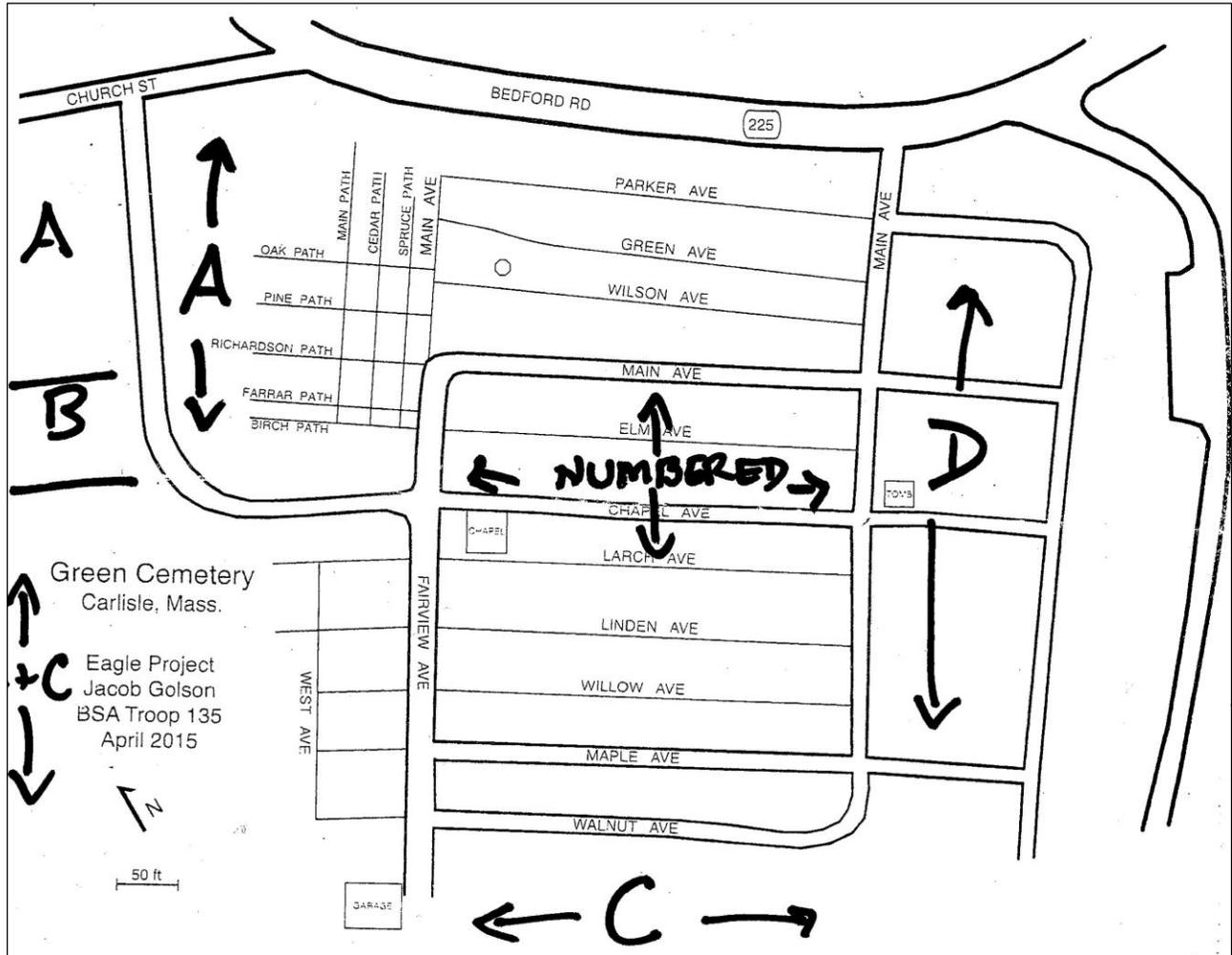
3. Recommendations

Carlisle's cemeteries are integral to the fabric of Carlisle, a bridge between the past and the present. Green Cemetery is currently maintained by dedicated people who are using the same tools and methods of many years past. Green Cemetery, and Carlisle, can be better served by bringing it into the 21st Century with appropriate modern workflows and tools.

1. Our recommendation for the short term is to address the most critical elements of the cemetery management:
 - a. Cemetery management software (one system will cover all requirements)
 - I. Capture accurate records, past, present, and future, to ensure safety and succession
 - II. Facilitate efficient workflow, enable associates to manage the data, tracking, and financial activities
 - III. Accurately capture details and elements of each grave, with the ability to append with digital files and other records
 - IV. Provide a public app which offers graphical and data rich information on the cemetery and graves, with a QR code to connect visitors to the records immediately
 - b. Ground penetrating radar to accurately capture subterranean elements of areas, lots, and graves, historical information, geology, and objects up to a certain depth
 - c. Strengthen civic and community dialog through established groups such as SAR, Historical Society, Historical Commission, others
 - d. Registration of the cemeteries in the National Register of Historic Places
2. Following that effort we would recommend:
 - a. Website evaluation for optimal placement of materials and links
 - b. Pathway signs
 - c. Archival digitization of all records
 - d. Grave restoration
3. We look to the Select Board regarding:
 - a. Capacity and build-out decision. The Cemetery Task Force has presented information on current capacity and projected space limitations, with two potential expansion sites, though there may be other sites or options to consider.
 - b. Rules & Regulations review; policy guidelines around offering lots as noted on Page 9.
 - c. Authorization on the scope of activities and initiatives under the umbrella of the Cemetery Task Force, e.g. other town organizations.
 - d. Other directives to, and direction of, the Cemetery Task Force

Appendix

1. Green Cemetery by Section



2. How we sell lots

1. We currently sell lots, with 1 to 6 graves to a lot, which often results in some graves never being used. Additionally, each section has some unique issue as described below.

- **Section A** – 4 lots with 24 graves available, all with 6 graves per lot each, 3 on top and three below. The full set of 6 graves often go unfilled, underutilizing the lot and space.

Proposed: Sell lots in numbers of 1-6. While flexibility is currently applied as circumstances warrant, town policy should be stated and documented for reference in its Cemetery Policies & Procedures.

- **Section C** – 39 lots, 100 graves available, with 1 to 6 graves per lot each, some 3 up/3 down, some in a row. There is a lot of ledge in C, making full burials difficult.

Proposed: Ground penetrating radar would provide data on available space. Offering cremated burials in this section could optimize the rocky ground. Sell lots in the manner proposed above for Section A, as policy.

- **Section D** – 47 lots, 214 graves available, with 1 to 6 graves per lot each, mostly up and down, some in a row. Also contains ledge. Section D abuts the stone wall between the cemetery and Banta Davis. There are two rows of lots between Main Ave and the stone wall, and the lots have been laid out in such a way that four graves facing four graves, for example (or two graves facing two graves), does not leave enough room to offer headstones to the inside group, because there is not enough room for more than one headstone. At least 32 graves are not sellable because of this constraint. Additionally, because of the compressed space, getting equipment to dig in the back rows is very difficult.

Proposed: Offering only cremated burials in this section would allow room for a headstone in back, and also make excavating the back rows a little easier because the depth for an urn is 2 feet instead of 6 for a coffin, and larger, heavier equipment is needed for a full burial, requiring platforms to support the equipment and manpower, which would need to be laid down over existing graves. As above, town policy should be established, providing guidance to the Cemetery Supervisor.

3. Cemetery Visits, Comparisons

Cemetery	Pop*	Memorials*	Features	What we like
Carlisle Green	5192	2743		
Chelmsford Pine Ridge (+ three more)	36180	6,237	<ul style="list-style-type: none"> • WebCemeteries software, with QR upload • Expansive layout, many trees. • Clear signage. 	<ul style="list-style-type: none"> • App, easy lookup, walk-to-grave functionality • Flat graves section blended in nicely. • Signs • Neat, well kept
Ayer Woodlawn St Mary	8546	1,423 1,879	<ul style="list-style-type: none"> • CIMS software • Honors past citizens • Three areas made to feel united 	<ul style="list-style-type: none"> • Software • Website well laid out
Lunenburg North Cem. South Cem.	11,851	3,471 1,752	<ul style="list-style-type: none"> • CIMS software • Historic graves and monuments • Natural setting, rolling hills 	<ul style="list-style-type: none"> • Historic preservation • Plaques • Well maintained
Lowell Knapp Ave.	114,296	13,006	<ul style="list-style-type: none"> • CemSites software • Enormous • Garden cemetery • Historic 	<ul style="list-style-type: none"> • Felt welcoming • Nicely signed • Neat, well kept • National Register of Historic Places • Con: no grave lookup
Dover Highland	5,864	1,960	<ul style="list-style-type: none"> • WebCemeteries software • Search online and by app 	<ul style="list-style-type: none"> • Good website navigation • Cemetery is point of pride

*Data from Find-A-Grave (findagrave.com)

Learnings:

Many, if not most, cemeteries are enhancing their digital capabilities to increase records accuracy, enhance operational workflow, and provide better public access and engagement. Peer cemeteries are also leveraging the digital records to tell the town's story through its people, history, and commitment to civic values.

Cemetery Visits Detail

Chelmsford Pine Ridge - QR code at gate, the app downloaded easily. It allows you to choose any of Chelmsford's cemeteries. It was easy to look up a name, which shows data of deceased, bio, picture, armed service, memories, and an aerial map of the grave (Google?).

The Directions (walk-to-grave) feature of the app was also helpful (Google Maps). One caveat is that it acts just like Google maps when you want to go someplace, so it is mainly useful when you are in the cemetery, not at home. The cemetery roads are marked on the map which is helpful.

It also provides an aerial view and 360° view of the paths, which didn't work very well. A virtual tour is listed but not available.

The cemetery is neat and well kept. There are trees, which were trimmed, though some could use some attention. There are areas where headstones face each other and there are markers between them, and there are areas of only flat markers. Sections are delineated by hedges.

Signs are on about 8' poles, and they are about 15" x 4".

Memorials have adornments such as flowers and eternal flames, and some memorials are quite large and elaborate.

Lowell Cemetery, 55 Knapp Ave

There is not a QR code, but you can find the cemetery on your phone. The online site has a nice layout, gives options on exploring info on the cemetery: Visit, Walking Tours, Cemetery Map, Notable Monuments, Notable people, Historic Cemetery Records, The Ayer Lion, Genealogy & Veterans. The cemetery is listed on the National Register of Historic Places. The Whipple columbarium is a unique feature of the cemetery.

Visit gives visitor guidelines, rules & regulations. Walking Tour is a video and Cemetery Map is a digital download. There is not a grave lookup or find-a-grave function.

The cemetery is very large, and is a garden cemetery, which lends itself to landscapes, beautiful plantings and trees, and meandering paths. The trees were well kept. The signs were on poles about 9' tall with 15"x4" signage.

We met the Superintendent, Seth Durno, who graciously chatted with us for 20 minutes and provided maps and other literature. Additionally, we met Michael Lally, Dir of Business Operations, who also gave his time to inform us on his role in the cemetery.

Mr. Lally is onboarding CemSites software to handle both the operational workflow and reporting. His crew has encountered ledge and other obstacles to excavation. The cemetery owns a substantial amount of land and is preparing a new field, yet he expects the cemetery only has a 10-year build-out timeframe.

Online and drive-by visits

Ayer – Cemetery commission has full website, well laid out. Online search **uses CIMS**, currently working through the process of transitioning from paper to digital records. Selected CIMS to explicitly overlay operational workflow onto an old manual process.

Stow - ~7000 population – no app, no online directory, maps at kiosk.

Boxborough – Website gives rules, plot purchase procedures and forms. Meeting minutes from April show they are looking at kiosks, public facing information, signage.

Dunstable – Cemetery Commission website, mission statement, links to other town functions. Clean, with rates, rules & regulations, historical information. Does not have grave lookup.

Bedford – Shawsheen – mission statement, links to maps and regulations, and an online database for search. The search takes you to an app on mapsonline.com, which shows an aerial view. It can be used on a phone, though there is not a walk-to-grave function.

4. Cemetery Management Software Comparison

Most Popular Cemetery Management Software (generated by ChatGPT with inputs)

Feature/ Software	CIMS	PlotBox	Oasis	Cemetery360	Memorial Business Systems (MBS)	WebCemeteries
Deployment	Cloud-based	Cloud-based	Cloud-based or On-premise	Cloud-based	Cloud-based or On-premise	Cloud-based
Plot Management	Advanced plot mapping & management	GIS mapping, plot reservation	GIS-based plot management	Interactive plot management	Plot reservation & mapping	Interactive plot management
Burial & Memorial Tracking	Detailed memorial & burial records	Memorial tracking with family links	Burial & memorial records	Memorial, plot, & burial tracking	Memorial tracking & genealogy	Burial and memorial records
Financial Management	Comprehensive invoicing & financials	Invoicing, payments, & accounting	Financial tracking & accounting	Invoicing, sales, & accounting	Billing, payments, & accounting	Billing & invoicing
Family Portal	Yes (web access)	Yes (family portal & memorials)	No built-in portal, but available	Yes (online memorials & records)	Limited family portal features	Yes (web access for families)
Mapping/GIS Integration	GIS-based mapping & plot management	Advanced GIS-based mapping	Basic map interface with plot data	Interactive, user-friendly mapping	Basic plot map functionality	Interactive, map-based management
Customer Management (CRM)	CRM for family profiles & relationships	CRM features, family records	No advanced CRM features	CRM tools for customer relationships	Basic CRM features	CRM for customer management
Reporting	Advanced customizable reports	Strong reporting & data insights	Basic reporting	Reporting tools for sales & records	Sales, financial, & operational reports	Customizable reporting
Mobile Access	Web access (cloud)	Mobile-friendly	Limited mobile features	Mobile-friendly access	Mobile access available	Mobile access available
Ease of Use	Moderate learning curve	Intuitive & modern interface	Simple interface	User-friendly and intuitive	Simple, straightforward	Simple and intuitive
Support & Training	Comprehensive support & training	Excellent support & training	Good support & resources	Good support & online resources	Decent support & training	Good support & training

Feature/ Software	CIMS	PlotBox	Oasis	Cemetery360	Memorial Business Systems (MBS)	WebCemeteries
Best For	Large/medium cemeteries with complex needs	Cemeteries seeking advanced mapping & family engagement	Small to medium cemeteries with basic needs	Cemeteries needing web access & simple management	Smaller cemeteries with basic needs	Cemeteries wanting web-based access & easy management
Pros	<ul style="list-style-type: none"> - Highly customizable - Comprehensive features - Advanced reporting tools - Robust financial management 	<ul style="list-style-type: none"> - Modern interface - Strong GIS mapping - Excellent family portal - Scalable 	<ul style="list-style-type: none"> - Simple to use - Basic plot management - Strong financial tools 	<ul style="list-style-type: none"> - Cloud-based - Easy-to-use mapping tools - Family portal - Reporting features 	<ul style="list-style-type: none"> - Simple & affordable - User-friendly - Solid memorial tracking 	<ul style="list-style-type: none"> - Web-based access - Strong family portal - Easy to use - Affordable
Cons	<ul style="list-style-type: none"> - Steeper learning curve - May be overwhelming for small cemeteries 	<ul style="list-style-type: none"> - Higher cost - May be too complex for smaller cemeteries 	<ul style="list-style-type: none"> - Lacks advanced CRM features - Basic reporting 	<ul style="list-style-type: none"> - Limited advanced features - May not scale as well for very large cemeteries 	<ul style="list-style-type: none"> - Limited reporting & CRM features - May lack advanced mapping 	<ul style="list-style-type: none"> - Limited financial tools - Lacks some advanced features of larger systems

Detailed Breakdown of Pros and Cons:

CIMS (Cemetery Information Management Software)

- **Pros:**
 - **Highly Customizable:** Tailored to meet specific cemetery needs, including plot management, memorial tracking, financials, and customer relationships.
 - **Comprehensive Features:** Handles nearly all aspects of cemetery management (burial records, memorials, genealogy, invoicing).
 - **Advanced Reporting:** Offers robust and customizable reporting tools to monitor operations, financials, and more.
 - **Robust Financial Management:** Includes invoicing, payments, and accounting, along with tools to manage perpetual care funds.
- **Cons:**
 - **Steeper Learning Curve:** The variety of features may require a longer training period for staff to become proficient.
 - **Complex for Small Cemeteries:** Smaller cemeteries may find the software's full feature set more than they need, which could lead to inefficiency.

PlotBox

- **Pros:**
 - **Modern Interface:** User-friendly, intuitive, and visually appealing design.
 - **Advanced GIS Mapping:** Offers advanced geographic mapping for plot reservations, burial locations, and memorial tracking.
 - **Family Portal:** Allows families to access memorials, burial information, and manage their records online.
 - **Scalable:** Great for both small and large cemeteries, making it easy to grow with your cemetery's needs.
- **Cons:**
 - **Higher Cost:** Generally more expensive, which may make it less appealing for smaller cemeteries.
 - **Complex for Small Cemeteries:** Smaller cemeteries with simple needs may find the platform's robust features unnecessary.

Oasis Cemetery Software

- **Pros:**
 - **Simple Interface:** Very easy to use, with minimal setup or training required.
 - **Basic but Reliable:** Ideal for small to medium cemeteries that need straightforward plot management and invoicing tools.
 - **Good Financial Tools:** Strong billing and invoicing features, making it easier to track payments and revenue.
- **Cons:**
 - **Lack of Advanced CRM:** Doesn't offer advanced CRM features or tools for managing customer relationships in depth.
 - **Limited Reporting:** Reporting tools are more basic compared to other options like **CIMS** or **PlotBox**, which may not be sufficient for larger cemeteries.

Cemetery360

- **Pros:**
 - **Cloud-Based:** Provides easy access from any device, anywhere, making it ideal for cemeteries with remote staff or multiple locations.
 - **User-Friendly:** Simple and intuitive interface, making it easy to train staff and use on a day-to-day basis.
 - **Family Portal:** Offers families an online space to access burial records and memorials, similar to **PlotBox**.
 - **Interactive Plot Mapping:** Easy-to-use plot management and mapping tools.
- **Cons:**
 - **Limited Advanced Features:** Some features, like advanced financial tracking and CRM, may be more basic than other platforms.
 - **May Not Scale Well:** Could be less ideal for very large cemeteries that require complex operations or integrations.

Memorial Business Systems (MBS)

- **Pros:**
 - **Simple & Affordable:** Ideal for smaller cemeteries with straightforward needs. Easy to implement and budget-friendly.
 - **Solid Memorial Tracking:** Well-suited for tracking memorial orders, engravings, and customer details.
 - **User-Friendly:** Minimal setup and training needed, making it easy for new users to get up to speed quickly.
- **Cons:**
 - **Limited Reporting & CRM:** Lacks advanced reporting and customer relationship management features.
 - **Basic Mapping:** Does not offer advanced GIS tools or comprehensive mapping capabilities like **PlotBox** or **CIMS**.
 - **Not Highly Customizable:** May not meet the needs of larger cemeteries or those requiring complex features.

WebCemeteries

- **Pros:**
 - **Web-Based Access:** Fully web-based, allowing cemetery staff and families to access information remotely via the internet.
 - **Strong Family Portal:** Provides an easy-to-use online portal for families to manage memorials, view burial records, and search for graves.
 - **Easy to Use:** Designed to be intuitive, making it simple for staff and families to use with minimal training.
 - **Affordable:** Generally lower cost compared to some other options like **PlotBox** or **CIMS**.
- **Cons:**
 - **Limited Financial Tools:** Does not offer as comprehensive financial or accounting tools as some of the other options like **CIMS** or **PlotBox**.
 - **Basic Features:** While great for small to medium cemeteries, it lacks some of the advanced features needed by larger cemeteries, such as detailed reporting and advanced GIS mapping.

Conclusion:

- **Best for Larger Cemeteries:** For **larger cemeteries** with complex needs (plot management, financials, memorial tracking, customer relationships), **CIMS** and **PlotBox** stand out. **CIMS** is ideal for highly customizable, all-in-one management, while **PlotBox** excels in advanced mapping and family engagement.
- **Best for Smaller Cemeteries:** If you're a **smaller cemetery** or have a more straightforward operation, **Oasis**, **Cemetery360**, **MBS**, and **WebCemeteries** offer simpler, more affordable solutions. **WebCemeteries** is particularly appealing if you want easy access for families and staff with lower costs.

5. CIMS Pricing

Green Cemetery - Carlisle, MA	CIMS PLATINUM
One CIMS license ¹	\$4,000
CIMS Platinum interactive map for 9 total developed acres ²	\$8,600
Data migration from 12/3/2024 Cemetery Deeds To Date Excel file ³	\$14,000
Drone Imagery ⁴	\$3,200
<p>Core GPR Scan⁴</p> <p>Includes GPS data capture map, scan and tag open burial locations and GPS layer CIMS integration. Field data included at no cost through 3/31/2025.</p>	\$8,397
<p>Sub-surface imaging</p>	\$1,099
<p>Burial Search public portal setup, QR code</p> <p>Website hosted by Ramaker at burialsearch.com, allows customers to locate & look up information about their loved ones. When you add a record to CIMS, Burial Search will update instantaneously.</p>	\$750
<p>Annual hosting and system support fee⁵</p> <p>Allows one CIMS user at a time and includes unlimited technical support</p>	<p>\$2,100/year</p> <p>Includes 2.5 hrs of map changes per year and Burial Search website hosting</p>
<p>Total for base services</p>	<p>\$40,046</p> <p>\$2,100/yr</p>

See footnotes below

1 Upon request, CIMS will provide temporary software licenses at no charge for cemeteries that plan to manually enter their data into CIMS to ensure they can complete this in a cost-effective manner. These licenses are typically provided for a one-year term.

2. This cost includes up to 43 hours of mapping to the grave space level. Any additional time spent mapping will be billed at \$200/hour. Mapping costs are based on the information provided to Ramaker prior to this proposal being created. If the scope of this project changes based on new or additional information, this cost may be adjusted.

3 This cost includes up to 70 hours of data migration and matching to the map for CIMS Platinum from the Cemetery Deeds To Date Excel file only. Any additional time spent on data migration will be billed at \$200/hour. Data migration costs are based on the information provided to Ramaker prior to this proposal being created. If the scope of this project changes based on new or additional information, this cost may be adjusted. Contact CIMS and Ramaker for cleanup tasks to reduce costs.

4 Plus travel costs. 100% of the selected project total is required prior to GPR start date. No service fee will be charged, but expenses will be applied upon project completion. The above price includes GPS Data capture map, scan and tag open burial locations, and the CIMS layer.

Field data service is free with the standard deliverable for GPS data capture through 3/31/2025.

⁵ Unused map change hours do not carry over year to year. Includes Burial Search hosting. The annual maintenance fee is first invoiced when the cemetery is ready to go live.

Notes:

- CIMS typically advises clients to expect about \$2K for travel arrangements for GPR or any services that would require a team member to travel from their offices in Wisconsin for a couple of days at the cemetery. This would cover flights, stays, and food for the trip.
- Field data is a physical measurement assigned to every burial and open burial location and is referenced in each GPS record, making it easy to find the referenced locations in the cemetery.

Cemetery Management Software Functions - Examples

1. Adding a lot/burial record

The process today

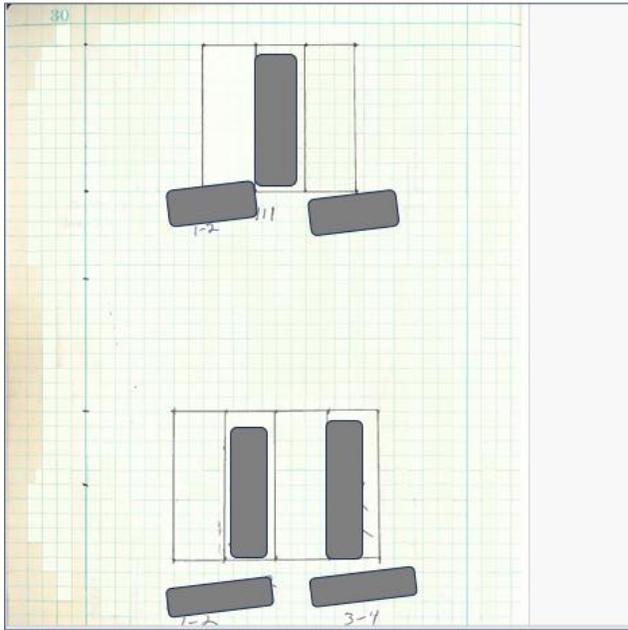
Deed/Lot:

1. Jim Hall takes the resident/former resident to the cemetery to purchase a desired grave
2. Jim draws the grave in the paper lot cemetery book with the owner's name (Ex: Grave Drawing, below)
3. Jim provides a deed receipt (Ex: Deed Receipt, below) with check payment to the Executive Assistant (EA) to the Town Administrator
4. The EA scans the receipt, creates the deed, and adds it to a SB agenda for approval
5. Ideally the EA adds the deed to an excel spreadsheet, though it's a challenge to keep current
6. The EA or a senior tax worker writes the lot/grave/deed/owner information on an index card and file.

Interment:

1. Jim supervises the operations required for the actual interment
2. Jim hands the EA a burial receipt (Ex: Burial Receipt, below) with the check payment and any burial paperwork
3. The EA scans the receipt, add the interment to an excel spreadsheet, and cross-references with the deed owner (if that excel sheet has been updated, otherwise the EA searches the paper records)
4. EA writes interment in hard copy Interment Book
5. Burial paperwork is filed by the EA or a senior tax worker with the Town Clerk's records (stored in the vault)
6. Interment is added to the hard copy index cards: back of Lot card, back of Owner card, card created for the interred (filed by last name, include lot/grave and owner info)

Ex: Grave Drawing: 3-person lot and a 4-person lot (names redacted) and Ex: Deed Receipt




Town of Carlisle
 MASSACHUSETTS 01741
 Department of Public Works



Green Cemetery
 Deed Lot Receipt

Cemetery Lots may only be purchased for Carlisle Residents, former Carlisle Residents, or by current Carlisle Residents for family members.

Date: _____

Deeds Lots are priced per grave.

Grave Fee - \$150
 Grave Perpetual Care - \$150

Purchaser Information **Section Break (Continuous)**

Name: _____ **Lot Purchased For**
(If Purchaser is a non-Carlisle Resident)

Mail-to Address: _____ Name: _____

_____ Address: _____

Phone: _____ Relationship to Purchaser: (if, parent, sibling)

..... Column Break

Lot Information **Payment**

Lot #: _____ # of graves: _____

Grave(s): _____ → \$: \$3000

Dimension: _____ Total: _____

Deed #: _____ (TC Office) Type: _____

Bill →
 Paid in Full (Check #: _____ or Cash)

..... Column Break

Ex: Burial Receipt


Town of Carlisle
 MASSACHUSETTS 01741
 Department of Public Works



Green Cemetery
 Burial Receipt

Date: _____

Burial →

Cremation - \$250 →
 Casket - \$500

Interred Information **Section Break (Continuous)** **Payment**

Name: _____ Name: _____

Date of Interment: _____ Address: _____

Veteran - Yes or No _____ _____

→ If yes, branch conflict: _____ Total: _____

Type: (Check #: _____ or Cash)

Lot Information

Lot #: _____

Grave #: _____

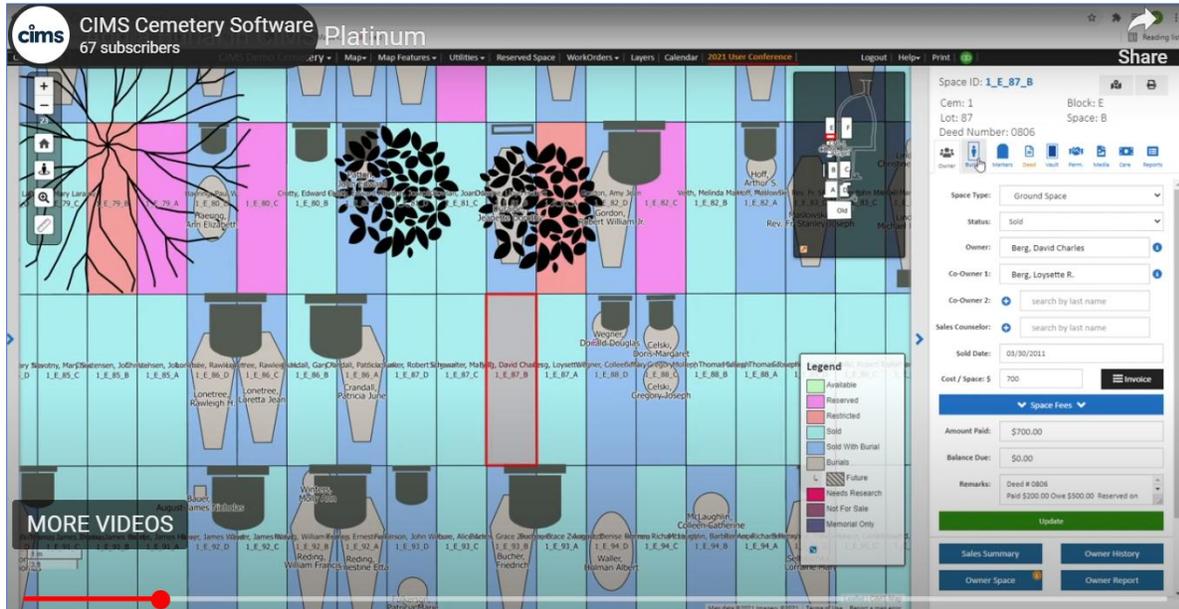
Dimension: _____

Owner Name: _____

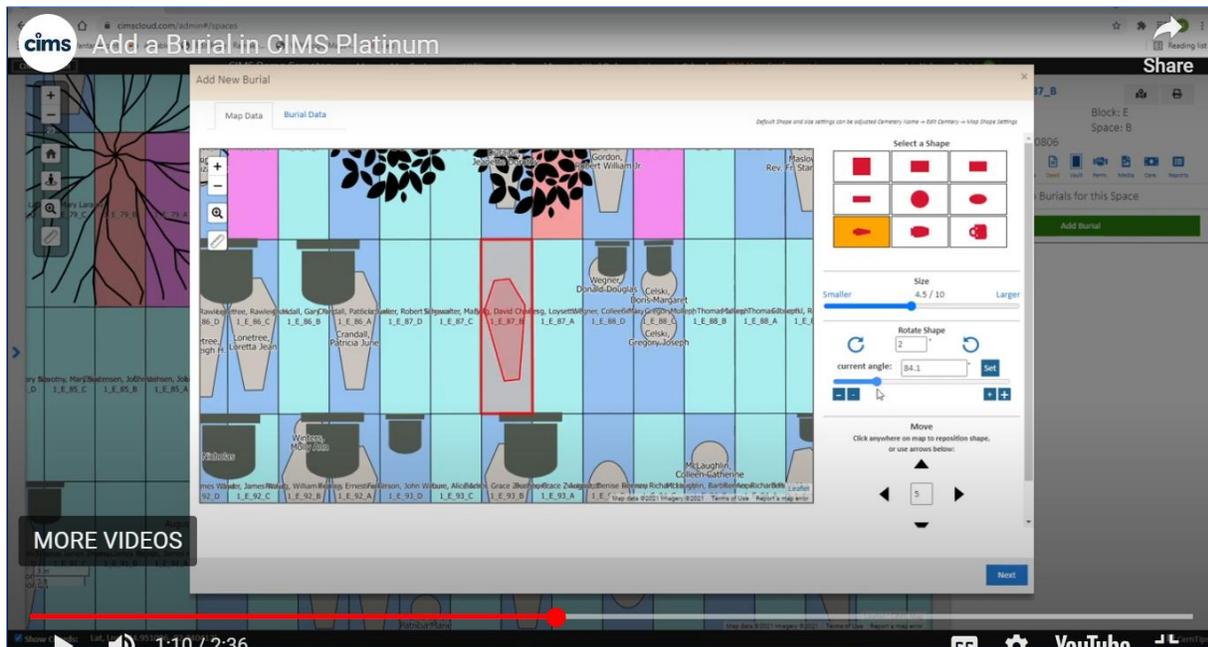
Deed #: _____ (TC Office)

..... Column Break

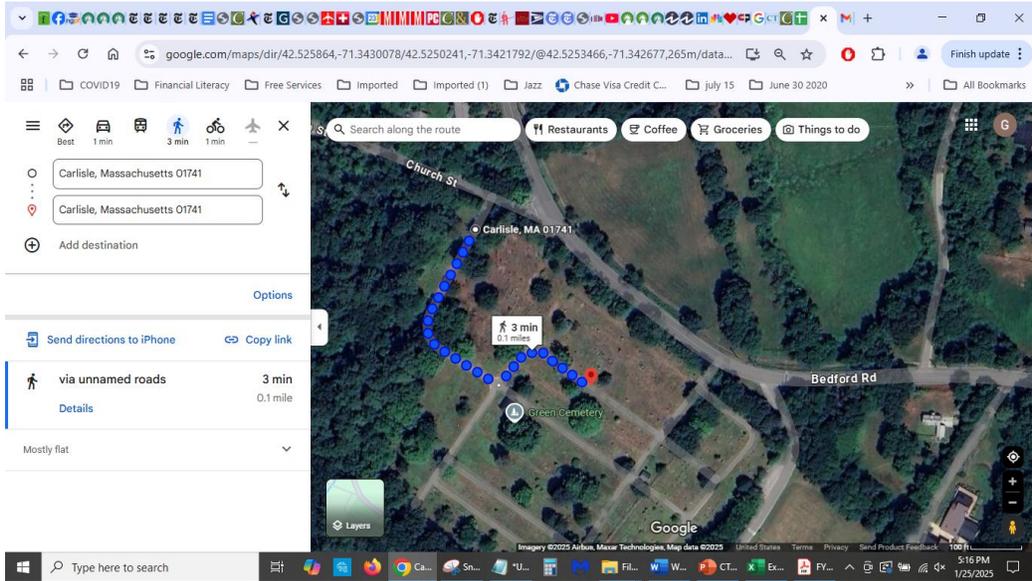
The process with CIMS: Adding a record to the database



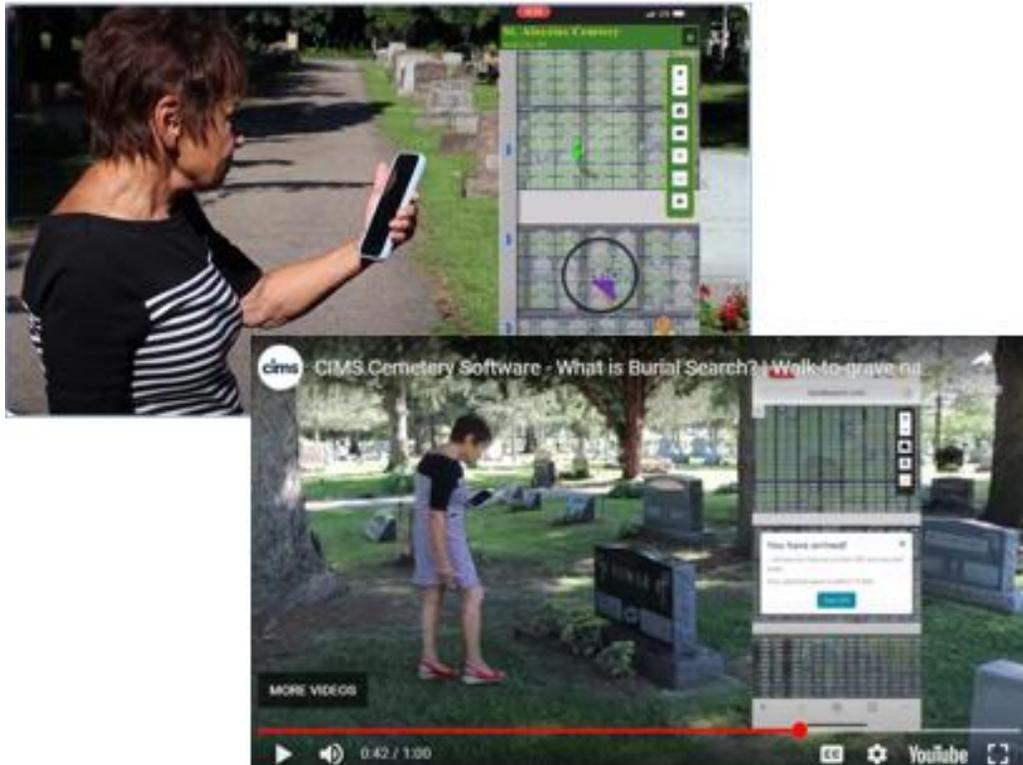
Choosing an icon, adding specific attributes, e.g. the position of the coffin, interpreted from Ground Penetrating Radar imaging.



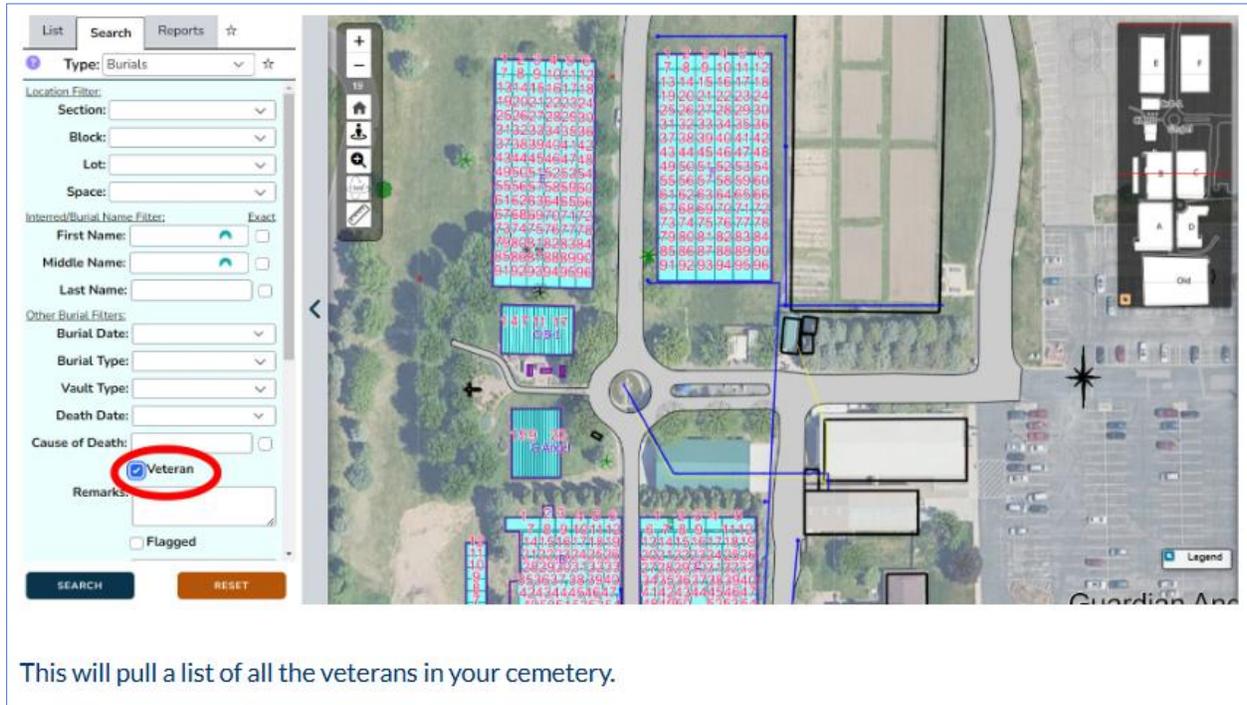
2. Finding a grave with Carlisle's existing system



Finding a grave with cemetery management software



3. Sorting for a list of all veterans with cemetery management software



The screenshot displays a web-based interface for cemetery management. On the left, a search and filter panel is visible. The 'Type' is set to 'Burials'. Under 'Location Filter', there are dropdown menus for Section, Block, Lot, and Space. Under 'Interred/Burial Name Filter', there are input fields for First Name, Middle Name, and Last Name, with an 'Exact' checkbox. Under 'Other Burial Filters', there are dropdown menus for Burial Date, Burial Type, Vault Type, and Death Date. The 'Cause of Death' field has a 'Veteran' checkbox selected and circled in red. A 'Remarks' text area and a 'Flagged' checkbox are also present. At the bottom of the filter panel are 'SEARCH' and 'RESET' buttons. The main area shows an aerial map of a cemetery with several burial plots highlighted in blue. A legend in the bottom right corner identifies the highlighted plots as 'Veteran'. The map also shows a parking lot, a building, and a compass rose.

This will pull a list of all the veterans in your cemetery.

6. Exhibit A – Carlisle Annual Report 1972

Reuben

ANNUAL REPORT
of the
Selectmen and Other Officers
TOWN OF CARLISLE



For The Year Ending
December 31, 1972

MINUTES OF ANNUAL ELECTION AND TOWN MEETING

MARCH 6, 11, 13, 1972

The Annual Town election was held on March 6, 1972 in Union Hall.

Article 1. The polls were opened at 10:00 A.M. by the Warden, Lucy Goshgarian and were declared closed at 8:00 P.M. A total of 786 ballots were cast, of which 16 were absentee ballots. After the ballots were counted and the vote recorded, the following results were announced by the Clerk of Elections, Constance S. Cairns:

MODERATOR - ONE YEAR

Marshall Simonds	626
Blanks	160

SELECTMAN - THREE YEARS

Alford S. Peckham	310
Nancy P. Penhune	472
Blanks	4

ASSESSOR - THREE YEARS

Ralph P. Anderson	525
Robert S. Borghesani	230
Blanks	31

SCHOOL COMMITTEE - TWO FOR THREE YEARS

Alfred A. Callahan	361
Steven Caney	291
Howard E. Hensleigh	370
Gerald A. Klein	397
Blanks	153

LIBRARY TRUSTEE - THREE YEARS

Jane D. Anderson	668
Blanks	118

LIBRARY TRUSTEE - TWO YEARS

Georgiana W. Barbour	652
Blanks	134

PLANNING BOARD - FIVE YEARS

Donald S. Fox	200
Katharine A. Kulmala	531
Blanks	55

PLANNING BOARD - TWO YEARS

George R. Cogswell, Jr.	350
Peter B. Maio	185
Arno Szegvari	206
Blanks	45

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Article 24. By vote of YES 178 to 7 NO, it was voted on motion of Terry Herndon that Section 5.B of Article VI of the Town Bylaws be amended by deleting said Section 5.B and substituting the following new Section 5.B:

"Section 5.

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B. Frontage Exception for Larger Lots. Notwithstanding the above provisions, a lot in a General Residence A or B District need not have the specified amount of street frontage, provided that: (a) the area of the lot exceeds by at least two (2) acres the minimum area required above for the district in which it is located, (b) the width of the lot is such that a straight line drawn through the site of the dwelling to the nearest opposite boundary lines is a least 150 feet in Residence District A or at least 250 feet in Residence District B, (c) the lot has a minimum street frontage of not less than forty (40) feet and a width of not less than forty (40) feet at any point between the street and the site of the dwelling, (d) it is not, in the opinion of the Planning Board, so located as to block the possible future extension of a dead end street, and (e) there is not more than one other such lot with frontage contiguous to it."

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Article 28. On motion of A. E. Benfield, it was voted that the Town raise and appropriate the sum of \$25,000.00 to be placed in the Conservation Fund and to be expended by the Conservation Commission for the promotion, development and better utilization of the natural resources of the Town, for the protection of the watershed resources of the Town, and for any other purpose authorized by Chapter 40, Section 8C of the General Laws, as amended, including the purchase of land.

Article 29. On motion of A. E. Benfield, it was voted that the Town raise and appropriate the sum of \$4,250.00, to be placed in the Ford Foundation Matching Fund as matched funds for a Ford Foundation grant, for which the Conservation Commission is making application; PROVIDED, that no action shall be taken to implement the foregoing until such time as the Conservation Commission is notified that its application has been approved.

Article 30. On motion of Mr. DeMott, it was voted that the Selectmen be authorized to petition the County Commissioners, under Chapter 114, Section 11 of the General Laws, in the name and on behalf of the Town, to take in fee by eminent domain under Chapter 79 of the General Laws for cemetery purposes a certain parcel of land containing approximately five and one-half (5½) acres believed to be owned by Lillian R. Davis located on the southerly side of Bedford Road in Carlisle, said parcel being bounded and described generally as follows:

Beginning at the northwesterly corner of the premises by the southerly line of Bedford Road by land of the Town of Carlisle known as the Green Cemetery; thence running

EASTERLY on the southerly line of Bedford Road approximately one hundred sixty-nine (169) feet to a point; thence running

SOUTHERLY approximately one hundred fifty (150) feet by other land now or formerly of said Lillian R. Davis to a stone wall marking the northwesterly limit of a wood road; thence running

SOUTHWESTERLY on said stone wall approximately four hundred fifteen (415) feet by other said Davis land to its intersection with another stone wall; thence continuing in the same course of the wall first mentioned approximately one hundred seventy-five (175) feet by said other Davis land to a point; thence running

WESTERLY approximately three hundred ninety (390) feet by said other Davis land to a stone wall; thence running

NORTHERLY on the stone wall last mentioned approximately four hundred (400) feet by said other Davis land to a stone wall; thence running

NORTHWESTERLY on the stone wall last mentioned approximately twenty (20) feet by said other Davis land to a stone wall at said land of the Town of Carlisle known as the Green Cemetery; thence running

NORTHERLY, EASTERLY, SOUTHEASTERLY, EASTERLY, and NORTHEASTERLY on stone walls by said land of the Town of Carlisle on six courses measuring approximately fifty-five feet (55), nine (9) feet, one hundred seventy-three (173) feet, two hundred twenty-five (225) feet one hundred twenty-two (122) feet and four hundred eighty (480) feet, respectively, to the point of beginning.

It was further voted that the sum of \$12,500.00 be raised and appropriated for an engineering survey including resulting plans and for payment of whatever damages may be assessed or agreed upon in connection with the taking of said land by eminent domain.

Article 31. Because of the late hour, a count was taken of the voters still present and a legal quorum was thereby established. On motion of Mr. Bickford, it was then voted that Article I of the Town Bylaws be amended by adding the following new Section 7:

"Section 7. A vote at a Town Meeting which is properly subject to reconsideration or rescission later at the same Town Meeting may be reconsidered or rescinded only on the motion of a voter made:

(a) at the same session as the vote to be reconsidered or rescinded at any time before final action has been taken on the article in the warrant under which the vote to be reconsidered or rescinded was adopted, or within reasonable time after final action on such article and prior to the adjournment of said session provided that the Moderator has determined, in his discretion, that there has been no substantial change in the number of voters present at the session in the interval between final action on said article and the motion for reconsideration or rescission; or

(b) at an adjourned session provided that notice that reconsideration or rescission will be moved at said session is given to the Moderator within sufficient time prior to the commencement of such adjourned session to reasonably permit notice to the voters by

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posting and publication in a local newspaper of the proposed reconsideration or rescission. The Moderator's decision on the sufficiency of such notice shall be final."

There being no further business to come before the meeting, it was voted to adjourn at 12:30 A.M.

ELEANOR S. COCHRAN
Town Clerk of Carlisle

Boston, Massachusetts

May 8, 1972

The foregoing amendments to zoning bylaws adopted under Article 24 of the warrant, and the amendment to general bylaws adopted under Article 31 of the warrant at the session of the annual town meeting held March 13, 1972 are hereby approved.

/s/ROBERT QUINN
Attorney General

MINUTES OF SPECIAL TOWN MEETING MARCH 11, 13, 1972

A special Town Meeting was held in the Robbins School on March 11, 1972 with Marshall Simonds presiding as Town Moderator. The meeting was called to order at 2:00 P.M. with 491 qualified voters present.

Article 1. On motion of James M. DeMott, it was a unanimous vote that the Town receive and place on file the report of the Carlisle Solid Waste Disposal Study Committee dated December 18, 1971 without expressing acceptance or approval of its conclusions or recommendations, but expressing appreciation for the excellent work of the Committee.

Article 2. The motion under this article failed to carry.

Article 3. The main motion under this article was moved by Tracy K. Pugmire, that the Town adopt as its principal means of solid waste disposal the transportation of said waste to the Lowell incinerator to be incinerated, with pick-up and transportation services to be provided by a private contractor. It was further moved that the Selectmen be authorized to enter into contracts for such transportation and incineration on such terms as they, in their discretion, may consider necessary or desirable, and that the Town raise and appropriate the sum of \$49,000.00 to provide for such transportation and incineration and for such additional expenditures as may be necessary or desirable to carry out this program.

The motion was then amended by Mr. Pugmire to read as follows: That the Town adopt as its principal means of solid waste disposal a program of transportation of said waste to the Lowell incinerator, or, if for any reason the use of the Lowell incinerator should be restricted, to another state-approved disposal facility, to be disposed of; and that as the first step in the implementation of such program the Selectmen be authorized to obtain engineering plans for submission for the approval of the Board of Health within 90 days; and that the Town raise and appropriate the sum of \$5,000.00 to implement the first phase.

7. Exhibit B – Carlisle Annual Report 1973

*List of Appoint
ments 174-175*

Scenic Ways established Nov 1973

ANNUAL REPORT
of the
Selectmen and Other Officers
TOWN OF CARLISLE



For The Year Ending
December 31, 1973

MINUTES OF SPECIAL TOWN MEETING NOVEMBER 5, 1973

A special Town Meeting was held in the Robbins Gymnasium on November 5, 1973. The meeting was called to order at 7:00 P.M. by the Moderator, Marshall Simonds. There were 368 qualified voters present. On motion duly seconded, it was voted to waive reading of the warrant in its entirety.

Article 1. On motion of Nancy P. Penhune, it was voted unanimously that Article 1 of the Town Bylaws be amended by deleting Section 1 and substituting the following new Section 1:

"Section 1. The Annual Town Meeting shall be held on the first Monday of May in each year."

Article 2. This article was defeated.

Article 3. There was no motion under this article.

It was voted to consider Article 16 at this time.

Article 16. On motion of Robert E. McWalter, it was voted that the Selectmen, acting through the Carlisle American Revolution Bicentennial Commission, be authorized to reprint the "History of the Town of Carlisle, Massachusetts" by Sidney A. Bull for sale by the Town at a price to be established by the Commission acting for the Selectmen, and that the Town transfer from Surplus Revenue the sum of \$2,100.00 to defray the costs of such reprinting.

Article 4. It was voted to waive the reading of the descriptions of the main motion because of their unusual length. Copies of the warrant had been distributed to the voters.

On motion of J. Arthur Taylor, it was voted (hand count 256 YES, 82 NO) that the Selectmen be authorized in the name and on behalf of the Town to take in fee by eminent domain under Chapter 79 of the General Laws for conservation purposes, as provided in Chapter 40, Section 8C of the General Laws, the following parcels of land:

A certain parcel of land located on the southwesterly side of Bedford Road in Carlisle, Middlesex County, Massachusetts, shown as Parcel "A" on a plan entitled "Plan of Land in Carlisle, Mass. owned by John A. Davis," R. D. Nelson, Engineer, dated June 7, 1973 and recorded with Middlesex North District Deeds in Plan Book 117 as Plan 153, containing 55.27 acres.

A certain parcel of land located in Carlisle shown on a plan entitled "Plan of Land in Carlisle, Mass. owned by William Lee, et al.," R. D. Nelson, Engineer, dated February 26, 1969 and recorded with said Deeds in Plan Book 109 as Plan 98, containing 8.02 acres and an area in Two Rod Road measuring 6,035 square feet, more or less.

Three certain parcels of land located in Carlisle shown as Parcels "A", "B" and "C" on a Plan entitled: "Plan of Land in Carlisle, Mass. owned by Henry N. Clark," R. D. Nelson - Engineer, dated August 25, 1972 and recorded with said Deeds in Plan Book 117 as Plan 160, containing 37.6 acres of land.

Special Town Mtg.

Because of his personal interest in the next article (Article 8), the Moderator, Marshall Simonds, at this point stepped aside, and Guy W. Clark was elected Moderator for this article.

11/5/73

Article 8. On motion of John W. Shay, it was voted (hand count 228 YES, 29 NO) that the Selectmen be authorized to purchase in fee or to take in fee by eminent domain under Chapter 79 of the General Laws, in the name and on behalf of the Town for cemetery purposes and for school purposes or public works purposes, or both, a certain lot of mowing, pasturing and woodland situated in Carlisle about one-half of a mile southeast of the meeting house, containing 39.8 acres, more or less, being a portion of a larger parcel bounded and described as follows:

Banta-Davis

EASTERLY: by land formerly of Minot F. and Lillian M. Davis and land formerly of Esther M. G. Stearns;

SOUTHERLY: by said Stearns land and land formerly of Benjamin F. Blaisdell;

WESTERLY: by land formerly of Leonard M. Green and Thomas A. Green and Cemetery Road; and

NORTHERLY: by Bedford Road.

For owner's title see the deed of Lillian S. Davis to Dawn Davis Banta dated September 2, 1969 and recorded with Middlesex North District Deeds, Book 1986, Page 397.

There are excepted and excluded from the above described premises:

1. A certain parcel of land with the buildings thereon situated in Carlisle, bounded and described as follows:

Beginning at a point about three hundred (300) feet easterly of the wall of Green Cemetery located on the southerly side of Boston Road, sometimes called Bedford Road;

THENCE running one hundred and seventy-five (175) feet easterly along the southerly side of said road to a stone wall at land of John Davis, now or formerly;

THENCE turning and running south forty-six (46) degrees west along said wall two hundred and ninety-five (295) feet to a drill hole in said wall;

THENCE turning and running north forty-four (44) degrees west one hundred and fifty feet (150) to a stake in the ground;

THENCE turning and running north forty-five (45) degrees east two hundred (200) feet to the point of beginning.

Said parcel containing 38,000 square feet, more or less, all as shown on a plan entitled "Plan of Land in Carlisle, Mass. Survey for Lillian R. Davis" by Merrill A. Brown, Registered Land Surveyor, dated August 11, 1948 and recorded with Middlesex North District Deeds in Book of Plans 74, Plan 24A.

Being the same premises conveyed to Timothy Landers and Phyllis X. Landers, husband and wife, by deed of Lawrence A. Moseley and Phyllis E. Moseley, husband and wife, by deed dated March 8, 1973 and recorded with said Deeds, Book 2055, Page 419.

2. A portion of the parcel first described shown as Lot "A" on a plan entitled "Plan of Land in Carlisle, Mass. Surveyed for Lillian R. Davis" by Merrill A. Brown, Registered Land Surveyor, dated November 30, 1948, said Lot "A" being bounded and described as follows as shown on said plan:

SOUTHEASTERLY: By land now or formerly of John A. Davis as shown on said plan by two distances measuring respectively 84.17 feet and 325.91 feet;

SOUTHWESTERLY: By land now or formerly of Malcolm as shown on said plan 1027.03 feet.

Containing 8.93 acres according to said plan, and being the same premises conveyed to George E. Wilkins, James H. Wilkins and Charles M. Reynolds, Trustees of The First Religious Society, Unitarian, of Carlisle by deed of Louise C. Forbush (Doughty) and Rudolph W. Currier, Executors of the Will of Charles Forbush, late of Carlisle, dated June 17, 1929, and recorded with said Deeds, Book 814, Page 157.

Said parcel also includes an area of 5,982 square feet, more or less, in Two Rod Road bounded and described as follows:

SOUTHEASTERLY: By land of The First Religious Society southwesterly of the southwesterly side of Two Rod Road as shown on said plan by four distances measuring respectively 81.11 feet, 96.20 feet, 99.90 feet and 85.32 feet;

SOUTHWESTERLY: By the extension of the northeasterly bound of said Malcolm land a distance of 16.5 feet, more or less, to the center line of Two Rod Road;

NORTHWESTERLY: By the center line of Two Rod Road a distance of 362.5 feet, more or less; and

NORTHEASTERLY: By the extension of the southwesterly bound of said Malcolm land a distance of 16.5 feet, more or less, to the center line of Two Rod Road.

PROVIDED, that in no case shall the Selectmen acquire said land until application has been made to and approved by the Massachusetts Department of Natural Resources under Chapter 132A, Section 11 of the Massachusetts General Laws for financial assistance amounting to 50 percent of the approved acquisition cost.

It was further voted that the sum of \$7,500.00 be appropriated for payment of whatever damages may be assessed or agreed upon in connection with the taking of said land by eminent domain; that to meet this appropriation the sum of \$230.00 be transferred from the Conservation Fund, and that the Treasurer with the approval of the Selectmen be authorized to borrow under the provisions of Chapter 44, Section 7 of the General Laws and to issue bonds or notes of the Town therefor, payable in accordance with Chapter 44, (a) the sum of \$3,520.00 so that the whole loan will be paid in not more than three years from the date of issue of the first bond or note, and (b) the sum of \$3,750.00 so that the whole loan will be paid in not more than one year from the date of issue on the first bond or note; PROVIDED that any reimbursement received by the Town from Massachusetts sources, as aforesaid, shall be applied to the payment of the indebtedness of \$3,750.00 incurred pursuant to the foregoing authorization.

Article 7. On motion of Mr. Taylor, it was voted that the Conservation Commission be authorized to make application in the name and on behalf of the Town to the Massachusetts Department of Natural Resources for a grant of financial assistance under the provisions of Chapter 132A, Section 11 of the Massachusetts General Laws to enable the Town to acquire, for conservation purposes, a certain parcel of land located in Carlisle shown on a plan entitled "Plan of Land in Carlisle, Mass., owned by The First Religious Society," R. D. Nelson, Engineer, June 1, 1973, and to execute in the name and on behalf of the Town such other documents as may be necessary or desirable to obtain such financial assistance.

8. Exhibit C – Banta Davis, Order of Taking

BK2096

BK2096 PG 005

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Town of Carlisle

ORDER OF TAKING

(Eminent Domain - Cemetery Purposes and School Purposes or Public Works Purposes, or Both)

At a meeting of the Board of Selectmen of the Town of Carlisle held on the ¹⁴ day of December, 1973, it is hereby

ORDERED: Whereas, by a vote at a Special Town Meeting duly called and held on the 5th day of November, 1973, in accordance with the provisions of law applicable thereto, the Board of Selectmen was authorized in the name and on behalf of the Town to take in fee by eminent domain, for cemetery purposes and for school purposes or public works purposes, or both, a certain parcel of land hereinafter described, and a sum of money was appropriated for the foregoing purpose as will more fully appear by reference to the enabling vote, a copy of which, certified by the Town Clerk, is to be recorded herewith:

WON TRUERHORN, we, the undersigned members of the Board of Selectmen of the Town of Carlisle, duly elected and qualified and acting as such, do hereby under and by virtue of Chapter 79 of the General Laws, and of each and every other power and authority us hereto and in any way enabling, hereby take in fee for cemetery purposes, and for school purposes or public works purposes, or both, a certain parcel of land with the buildings thereon containing approximately 38.74 acres located on the southerly side of Bedford Road, in Carlisle, being shown as Lot 1 on a plan entitled "Plan of Land in Carlisle, Mass." Schofield Brothers, Inc., Registered Land Surveyors, dated December 6, 1973 and recorded with Middlesex North District Registry of Deeds in Plan Book 11 ~~Page~~ Plan 49, said parcel being bounded and described as follows:

--- See Conflict and Titled Deeds 12/1/73

- NORTHERLY** by Bedford Road by five distances measuring respectively 18.83 feet, 33.93 feet, 124.51 feet, 110.83 feet and 39.08 feet;
- SOUTHEASTERLY** by land now or formerly of Lawrence A. and Phyllis Moseley a distance of 200.00 feet;
- NORTHEASTERLY** by said Moseley land a distance of 150.00 feet;
- SOUTHEASTERLY** again by said Moseley land by five distances measuring respectively 7.87 feet, 168.82 feet, 195.18 feet, 87.47 feet and 229.56 feet;
- SOUTHWESTERLY** by land now or formerly of Arie L. Anderson and Arvid Leelman a distance of 104.18 feet;
- SOUTHEASTERLY** again by said Anderson and Leelman land a distance of 152.25 feet;
- NORTHERLY** by said Anderson and Leelman land a distance of 18.11 feet;
- EASTERLY** by said Anderson and Leelman land and land now or formerly of Arvid B. Leelman by two distances measuring respectively 507.14 feet and 443.69 feet;
- SOUTHEASTERLY** again by said Arvid B. Leelman land a distance of 233.72 feet;
- SOUTHERLY** by said Arvid B. Leelman land a distance of 68.09 feet;
- EASTERLY** again by said Arvid B. Leelman land a distance of 54.20 feet;
- SOUTHEASTERLY** again by land of Marshall Simonds and Daniel B. Bickford by two distances measuring respectively 590.65 feet and 106.27 feet;
- SOUTHWESTERLY** again by said Simonds and Bickford land by two distances measuring respectively 236.34 feet and 92.38 feet;
- NORTHWESTERLY** by said Simonds and Bickford land a distance of 171.73 feet;
- SOUTHWESTERLY** again by said Simonds and Bickford land by two distances measuring respectively 244.26 feet and 165.67 feet;
- NORTHWESTERLY** again by Lot 2 as shown on said plan a distance of 255.93 feet;
- SOUTHWESTERLY** again by said Lot 2 a distance of 64.26 feet;
- NORTHWESTERLY** again by said Lot 2 a distance of 1093.29 feet;

SOUTHWESTERLY again by said Lot 2 by two distances measuring respectively 100.00 feet and 8.80 feet;

WESTERLY by land of the Town of Carlisle - Green Cemetery a distance of 50.12 feet;

NORTHERLY by said land of the Town of Carlisle by five distances measuring respectively 7.60 feet, & NORTHEASTERLY 8.71 feet, 40.21 feet, 125.89 feet and 229.25 feet; and

NORTHERLY by said land of the Town of Carlisle by four & NORTHWESTERLY distances measuring respectively 123.30 feet, 286.04 feet, 180.74 feet and 21.53 feet;

all as shown on the plan referred to herein above.

Meaning and intending to take and hereby taking the same premises described in the vote adopted under Article 8 of the warrant for said Special Town Meeting held on the 5th day of November, 1973, however the premises are described in said vote. Being a portion of the premises conveyed to Dawn Davis Banta by deed of Lillian S. Davis dated September 2, 1969 and recorded with said Deeds, Book 1986, Page 397 and reconveyed to Lillian S. Davis by deed of Dawn Davis Banta dated August 21, 1972, to be recorded herewith.

This taking includes all trees, fences, stone walls and other structures on the premises described.

Said land is believed to belong to Lillian S. Davis (sometimes known as Lillian R. Davis).

The aforesaid land is taken whether the ownership of said land is as herein stated or not; and we award damages to said owner by reason of the taking made hereby as follows:

Lillian S. Davis - \$63,600.00.

In awarding damages we have awarded them to the person believed to be the owner of said land; but, in case the name of the owner is incorrectly stated, our award is made to the lawful

PG 608

owner or owners of said land and all persons having any right, title or interest therein as their respective interests may appear.

WITNESS our hands at said Carlisle this 19th day of December, 1973.

Nancy P. Penhune
Nancy P. Penhune, Chairman

Alford S. Peckham
Alford S. Peckham
Being a majority of the Board of Selectmen

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

December 19, 1973

Then personally appeared the above named Nancy P. Penhune, its Chairman, and acknowledged the foregoing instrument to be the free act and deed of the Board of Selectmen of the Town of Carlisle, Massachusetts, before me.



Eleanor S. Cochran
Notary Public
Eleanor S. Cochran
My commission expires October 27, 1978

Rec Dec 27 1973 2:27PM #23305

9. Exhibit D – Leavitt Grant

ASHLEY DAY LEAVITT, D.D.
Minister

HARVARD CHURCH
Brookline, Massachusetts

July 28, 1938

Mr. Jay Fisk,
Carlisle,
Massachusetts

Aug-2
call Edison
light at Fisk ant

Dear Mr. Fisk:

Mrs. Leavitt and I have been given to understand that the town of Carlisle would be interested in acquiring a parcel of ground now belonging to our farm, bordering on Green Cemetery and lying west of the cemetery.

We have decided to give this parcel of ground to the town of Carlisle, said parcel being roughly described as follows; bounded on the east by Green Cemetery, on the north by the gravel road running east and west past Spaulding Park to the cemetery, on the west by Spaulding Park, and on the south by such line as the town of Carlisle may determine consistent with the uses of such land for cemetery or park purposes.

In making this gift we attach these simple conditions; (1)- This land is to become the property of the town to be used for cemetery or park purposes or both. (2)- Any expenses incurred, such as legal expenses in the transfer of the property, or engineering expenses for surveying of the same, will be borne by the town.

We are ready to make this transfer at once and have instructed Judge Daniel A. Rollins, 148 State Street, Boston, our attorney, of our desire in this matter and have asked him to do whatever may be necessary to effect this transfer. The deed to the property is in his hands. Our suggestion is that your representative get in touch with him at your convenience.

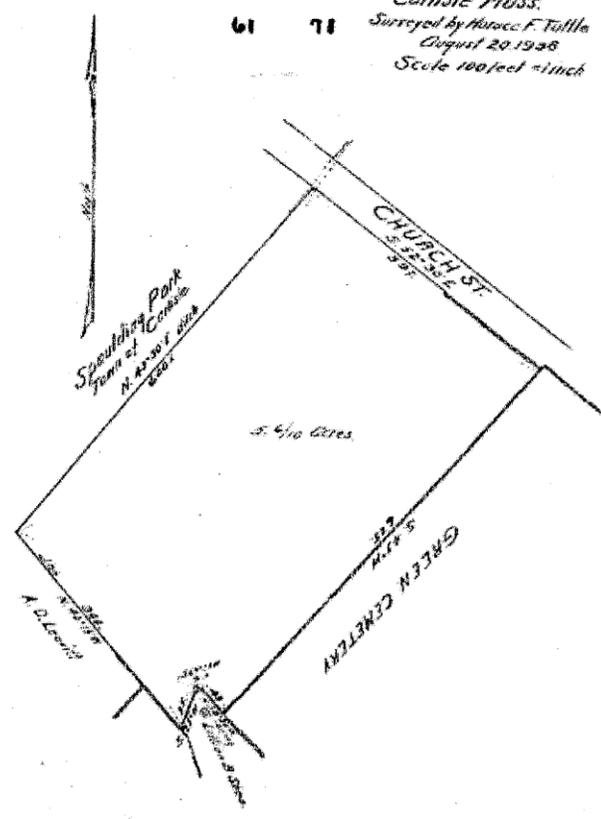
We are leaving for Maine, tomorrow to be gone one month. Our address in case further word is desired from us will be, - Center Lovell, Maine.

Cordially yours,

Ashley Day Leavitt

ADL:B

Proposed Addition To
 GREEN CEMETERY
 Carlisle Mass.
 Surveyed by Abramo F. Tullio
 August 29, 1948
 Scale 100 feet = 1 inch



day of September 1938.

Reading Co-operative Bank,
(corporate seal)

H. Raymond Johnson
Treasurer.

Commonwealth of Massachusetts Middlesex ss. September 6, 1938. Then personally appeared the above named H. Raymond Johnson, Treasurer and acknowledged the foregoing instrument to be the free act and deed of the Reading Co-operative Bank, before me, James R. Mercer Jr. Notary Public My commission expires Apr. 8, 1943. (Notarial Seal)
Middlesex ss.N.Dist.Registry of Deeds Recorded Oct. 11, 1938.11:10 A.M.

~~2 words over erasure~~

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Leavitt
to
Inhabitants
of Town
of Carlisle

See Pl.Bk. 61
Pl. 71

I, MYRTLE HART LEAVITT, wife of Ashley Day Leavitt, of Brookline, County of Norfolk and Commonwealth of Massachusetts, grant to the Inhabitants of the Town of Carlisle, a municipal corporation existing in the County of Middlesex said Commonwealth, for cemetery purposes, a certain parcel of vacant land situated on Church Street in the said Town of Carlisle, and bounded and described as follows: Northeasterly by said Church Street, Three hundred Ninety-seven (397) feet; South-easterly by Green Cemetery, Six Hundred Twenty-five (625) feet; South-westerly by land now or late of Lillian B. Shea, forty-three (43) feet; Southeasterly by said land of said Shea, Nine (9) feet; Easterly by said land of said Shea, Fifty-five (55) feet; Southwesterly by other land of the grantor, Three Hundred Forty-four (344) feet; Northwesterly by land of the grantee known as Spaulding Park, Six Hundred (600) feet. Containing about five and six-tenths (5.6/10) acres, be said measurements and contents more or less. The premises hereby granted are shown on a plan of land to be recorded herewith, entitled "Proposed Addition to Green Cemetery, Carlisle, Mass. Surveyed by Horace F. Tuttle August 20, 1938", being a portion of the premises conveyed to me by Alice E. Cleveland by deed dated March 29, 1929 and recorded with Middlesex North District Deeds Book 775, Page 19, I, Ashley Day Leavitt, husband of said grantor, release to said grantee all rights of CURTESY AND HOMESTEAD and other interests therein. WITNESS our hands and seals this fourth day of October A.D. 1938.

Myrtle Hart Leavitt (seal)
Ashley Day Leavitt (seal)

Commonwealth of Massachusetts Norfolk, ss. October 4, 1938. Then personally appeared the above-named Myrtle Hart Leavitt and acknowledged

the foregoing instrument to be her free act and deed, before me, Daniel A. Rollins Notary Public My commission expires July 27, 1939. (Notarial Seal)

Middlesex ss.N.Dist.Registry of Deeds Recorded Oct.11,1938.11:50 A. M.

4 letters over erasure

COMMONWEALTH OF MASSACHUSETTS

LAND COURT

Case No. 11815 NOTICE OF DISPOSAL IN TAX LIEN CASE.

This is to certify that the petition of

Town of Billerica

vs.

Daisy E. McPherson

to foreclose tax lien under certain deed for non-payment of taxes, given by the Collector of Taxes for the Town of Billerica, in the County of Middlesex, and said Commonwealth, dated September 28, 1931, and duly recorded in Book 808, Page 105, was filed in this Court on December 20, 1937. Thereafter due proceedings under said petition were instituted according to law, and finally on September 28, 1938, a decree forever foreclosing and barring all rights of redemption under said deed was entered, and this notice of final disposition of said petition is directed to be recorded in the Registry of Deeds for the Northern District of Middlesex County, pursuant to Section 74 of Chapter 60 of the General Laws.

By the Court,

Attest: Charles A. Southworth

Dated:-September 28, 1938.

Recorder (court seal)

Middlesex ss.N.Dist.Registry of Deeds Recorded Oct. 11, 1938.4:00 P.M.

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McPherson

Notice

COMMONWEALTH OF MASSACHUSETTS

LAND COURT

Case No. 11817 NOTICE OF DISPOSAL IN TAX LIEN CASE.

This is to certify that the petition of

Town of Billerica

vs.

Lillian M. Buck

Mildred M. Kennedy

to foreclose tax lien under certain deed for non-payment of taxes, given by the Collector of Taxes for the Town of Billerica, in the County of Middlesex, and said Commonwealth, dated May 27, 1931, and duly recorded

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Buck et al

Notice

I, Myrtle Hart Leavitt, wife of Ashley Day Leavitt, of Brookline, County of Norfolk and Commonwealth of Massachusetts, grant to the Inhabitants of the Town of Carlisle, a municipal corporation existing in the County of Middlesex, said Commonwealth, for cemetery purposes, a certain parcel of vacant land situated on Church Street in the said Town of Carlisle, and bounded and described as follows:

- NORTHEASTERLY by said Church Street, Three Hundred Ninety-seven (397) feet;
- SOUTHEASTERLY by Green Cemetery, Six Hundred Twenty-five (625) feet;
- SOUTHWESTERLY by land now or late of Lillian B. Shea, Forty-three (43) feet;
- SOUTHEASTERLY by said land of said Shea, Nine (9) feet;
- EASTERLY by said land of said Shea, Fifty-five (55) feet;
- SOUTHWESTERLY by other land of the grantor, Three Hundred Forty-four (344) feet;
- NORTHWESTERLY by land of the grantee known as Spaulding Park, Six Hundred (600) feet.

Containing about Five and six-tenths (5. 6/10) acres, be said measurements and contents more or less.

The premises hereby granted are shown on a plan of land to be recorded herewith, entitled "Proposed Addition to Green Cemetery, Carlisle, Mass. Surveyed by Horace F. Tuttle August 20, 1938", being a portion of the premises conveyed to me by Alice E. Cleveland by deed dated March 29, 1929 and recorded with Middlesex North District Deeds, Book 775, Page 19.

I, Ashley Day Leavitt, husband of said grantor, release to said grantee all rights of curtesy and homestead and other interests therein.

Witness our hands and seals this _____ day of _____ A.D., 1938.

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss. _____ 1938

Then personally appeared the above-named Myrtle Hart Leavitt and acknowledged the foregoing instrument to be her free act and deed, before me,

Notary Public