

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR OCTOBER 26, 2016 MEETING  
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

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CALL TO ORDER

Call to order at the town offices at 6:30 p.m.

ROLL CALL

Commission members: Alan Garceau, Norman Coates, Merle Miller, Robert Benoit, and Dwight Harrington attended. Carl Rogers, town manager, and sexton Dwight Coffrin also attended.

AGENDA CHANGES - ADDITIONS

Details: nothing changed or added this meeting.

APPROVAL OF MINUTES

Mr. Miller made a motion, seconded by Mr. Coates, to approve the minutes of the September 28, 2016 meeting as printed. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

Mr. Rogers had received information concerning past errors in the payroll section of the budget. Sexton Coffrin had been paid exclusively from the cemetery budget and payroll records did not show any of his pay coming from the recreation budget. Also, wages totaling \$2,000 had been double posted, the two findings made budget corrections to the payroll account of approximately \$13,000. The town's accountant stated the use of various accounts to pay workers was not always easy to identify and follow. Some town employees worked for different town departments in a single work week, their pay would come from several accounts. Mr. Rogers stated there may or may not be further adjustments made, but the final corrections would be completed prior to the town's audit and before the next fiscal year's budget request.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin presented a list of recent events to commission members for their review. The cemetery crew had removed brush and lilacs from the Maplewood Cemetery but would need to place new topsoil in the cemetery next season as the grounds are too wet to support equipment needed for the work. One additional bush will be removed from the cemetery. He would either reset the Everett stone in the family lot or place the stone in storage for the winter. Town workers have completed the gravel road and culvert replacement construction. Mr. Coffrin has retrieved the Susanna Scott stone from the Booth family and placed it in storage until next spring. Leaves are being cleaned up in the cemeteries. Mr. Coffrin has completed the installation of all of the replacement monuments except three in Maplewood, he expects those to be completed before the cemetery is closed for the season. He had borrowed a generator and a diamond saw to cut and trim the stones as needed. The Thompson monument repair will be postponed until next spring as the weather is too cold for the epoxy needed to glue the panels to the monument to properly set up. The cemetery lot corner marking pins ordered have been delivered. The crew will be wrapping the shrubs at Wilson with burlap for the winter. Mr. Coffrin also recommended that the board consider an increase in lot and niche fees of \$50 for the next fiscal year. Should the board adopt the rate change, the selectmen would have to approve it.

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Mr. Coffrin brought an additional issue before the board, members of the William Pickett family, owners of Section C, Lot 7, made a request to add a sixth grave to the existing five grave lot. A daughter would use graves 5 and 6 and would install an upright monument with her married name at that location but also request the installation of a Pickett family monument on the other portion of the lot. The current burial configurations call for a Pickett sibling to be buried in grave 1, William Pickett is in grave 2, his wife, Eunice, in grave 3, and there are two infants in grave 4. The daughter would use existing grave 5 and the requested grave 6.

The creation of grave 6 would take place in the adjacent aisle space and thus butt up against the Catherine Wilson lot. Additionally, there is a burial space near the Pickett lot that is shown as empty and without a lot footprint. Mr. Coffrin has probed this area and did not find any burials. Should a grave be purchased in the area near Belville of sufficient width to erect an upright monument, the family monument could be erected without effecting the placement of a family monument on the Pickett lot.

Mr. Garceau made a motion to deny the sale of an additional grave in the existing Pickett lot and the placement of two family monuments on the lot based on information provided by the sexton, the motion seconded by Mr. Coates. The sale would be denied as it would cut off an aisle designed into the layout of Section C; the placement of two family monuments is prohibited under the cemetery rules. With no further discussion, the motion carried on a voice vote.

Additionally, Mr. Coates made a motion to create a new lot or lots in Section C, the lot number(s) to be determined at the time of design. Mr. Garceau seconded the motion and with no further discussion, the motion carried on a voice vote. Mr. Harrington and Mr. Coffrin would review and layout the new lot in Section C.

#### APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: none this meeting.
- B. Niche reservation: none this meeting.
- C. Monuments: marker, Julie Massaro, Section G, Lot 228. The lot belongs to her sister, Joan Stefaniak, the sexton informed the board Ms. Stefaniak gave Ms. Massaro permission to use the cemetery lot.
- D. Niche covers: none this meeting.

#### OLD BUSINESS

- A. Brush cleanup at Maplewood Cemetery: addressed in the sexton's report above.
- B. Review layout schematic for Wilson North Section as approved 28 Sep 2016: Mr. Harrington distributed copies of the final layout schematic as approved by the commission. He also included three versions of old cemetery mapping as an illustration of the multiple maps and their quality used in the past to document lots in the North section at Wilson as well as the cemeteries in general. None of the three previous maps showed the mausoleum layouts nor did they show the same information for lot layouts made after the dates on the maps.
- C. Status of Susanna Scott gravestone: addressed in the sexton's report above.

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- D. Status of replacement stones in town cemeteries: addressed in the sexton's report above.

NEW BUSINESS

- A. Section G paper trails: Mr. Harrington offered a general discussion concerning the status of changes allowed by the commission such as lot swaps as well as corrections made to lot locations within the cemeteries. In addition to the changes he makes to the layout schematics, the deeds are being corrected in the deed books as changes become necessary. Mr. Coffrin also maintains two sets of burial cards; each lot has a card showing the burial configuration for those interred there. Mr. Harrington stated he would verify deed changes when he updated the deed data base he keeps; the update will take place at the end of the cemetery season.
- B. Suggested budget items for next fiscal year's budget: in his sexton's report, Mr. Coffrin made the following requests:

\$800 for an additional 200 cemetery lot corner marking pins  
\$1,600 for fertilizer and insect control products to continue repairing cemetery grounds  
\$250 to purchase a chainsaw & safety equipment to be shared with the Rec department

Other issues to be explored included the re-paving and a culvert replacement at Wilson cemetery to repair a section of driveway previously damaged and the inclusion of \$450 for the purchase of quality mulch to be used in the cemeteries.

- C. Price of concrete used in foundation work: Mr. Coffrin obtained a price for concrete from Carroll Concrete and found it to be \$6 less per yard than the price quoted by S. D. Ireland. Both concrete companies would be raising their prices in the spring. Mr. Coates made a motion to increase the fee for concrete used in foundations at the cemeteries to \$21 per cubic foot effective 1 April 2017, Mr. Harrington seconded the motion. Any foundation quotes or work done this year would be done at the current \$18 per cubic foot and foundation work currently in the discussion phase would remain a \$18 and not be subject to the increase. The motion carried on a voice vote.

AROUND THE TABLE DISCUSSIONS

- A. Mr. Harrington reported that the Vermont Old Cemeteries Association had featured the article he produced concerning the wrought iron fence at Maplewood Cemetery on their webpage. The page also included a summary of the Barre Town Cemetery Commission.
- B. Mr. Coffrin stated he had been asked several times about purchasing single grave lots in the cemetery. Potential buyers are interested in cremations rather than full burials and generally not planning to erect large family monuments. The commission should investigate changing some design schematics to meet the demand, perhaps making changes in the New Section B. He and Mr. Harrington would discuss the issues further.
- C. Mr. Garceau thanked Mr. Harrington for doing the layout schematics and other projects for the commission this year. He also asked about items left on graves throughout the season, Mr. Coffrin stated the crew went through the cemeteries at the end of the season and removed such items as plastic flowers but they did not necessarily remove mementos left behind. Mr. Garceau

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inquired about the leaf vacuum used in the cemeteries, Mr. Coffrin said the unit had recently been repaired and made available to the crew. Lastly, Mr. Garceau complimented Mr. Coffrin and the cemetery crew on their work and said the cemeteries looked very good this year.

NEXT MEETING

Next meeting set for: 26 April 2017 at 6:30 p.m.

Place: Room 3, Barre Town Municipal Office, Websterville.

MOTION TO ADJOURN

Mr. Miller made a motion, seconded by Mr. Coates, to adjourn. The motion carried on a voice vote and the meeting adjourned at 7:56 p.m.

Respectfully submitted for Alan Garceau, Chairman  
by Dwight D. Harrington, recorder