

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR JUNE 22, 2016 MEETING
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

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, and Dwight Harrington attended. Assistant Town Manager Elaine Wang, and sexton Dwight Coffrin also attended.

AGENDA CHANGES - ADDITIONS

Details: Add Nutbrown deed. Mr. Harrington made a motion to include a discussion on the lot layouts in Section G of Wilson Cemetery, seconded by Mr. Garceau. With no further discussion, the motion passed on a voice vote.

APPROVAL OF MINUTES

Mr. Coates made a motion, seconded by Mr. Miller, to approve the minutes of the May 25, 2016 meeting as written. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

None this meeting.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin reported he would be selling Lot 172d in Old Yard 5 to Ms. Teresa Lang. The cemetery crew had been doing general grounds maintenance at Wilson Cemetery. One of the cemetery mowers had to be repaired, the frame needed to be welded and new wheels installed on the mower deck. The mower is back in service. The crew had also begun a project to re-erect monuments at the West Hill Cemetery; more than 60 of the monuments are leaning over or already lying on the ground. The crew has spread 37 bags of grub control and covered the entire cemetery at Maplewood, the recent rains are helping to wash the grub control into the soil.

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: Byron Nutbrown, Jr., Lot 73w, North Section, 10 x 5, the deed should read Lot 76w per last month's meeting.
- B. Niche reservation: none this meeting.
- C. Monuments:
Trecartin, Lot 173, New B, Wilson, this monument was denied last meeting as the base did not meet the regulations for thickness. The manufacturer is redoing the base to meet the regs, the commission approved the monument.
- D. Niche covers: none this meeting

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR JUNE 22, 2016 MEETING
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

OLD BUSINESS

- A. Mr. Coffrin probed the two lots owned by Ms. Linda Rochon and found only rocks in the ground. Apparently there is no burial between the graves and the Rochons have a two grave lot. He found four burials in the former 10 x 20 lot in their proper locations. The Rochons will be allowed to put up a monument sized by cemetery regulations to fit a two grave lot.
- B. The maple tree on Graniteville Road near the snowmobile trail has been inspected. Only a telephone line, but no power line, runs in among the branches. Most of the tree is in reasonable condition, Fairpoint Communications would have control over possible pruning of branches near the line. Mr. Coates asked that a maple tree at the top of the knoll on the Websterville Road side of Wilson Cemetery be inspected as this tree has dead limbs around power and telephone lines.
- C. Mr. Coffrin presented catalog cuts for hard plastic funerary urns to the commission. The average purchase price of a typical urn of this type would be \$60; the sexton would sell them to cemetery clients for \$150. Hard plastic urns are allowed in the cemetery under the current cemetery rules and regulations. The urns would be stored in the storage area above the sexton's office. Mr. Coffrin would order six urns, two in pink, two in dark blue, and two in gray. Mr. Garceau made a motion to allow the sexton to purchase up to six cremation urns of the type presented in the catalog cuts, Mr. Coates seconded the motion. With no further discussion, the motion passed on a voice vote.
- D. There was no status update available for the removal of poplar trees on the Maplewood Cemetery – LePage property line at this meeting. The lilacs have all bloomed and passed, the bushes had not been pruned as of this meeting.
- E. Discussions concerning the status of Maplewood lots of Paul Mascitti, Lots 87e and 88, Section North-West, and Raymond Jennett, Lot B88, continued. Mr. Coffrin spoke to Mr. Mascitti concerning the two lots in the west section at Maplewood in question. Mr. Mascitti said he had made arrangements with former sexton Don Gainey to purchase the two lots and had put \$500 down towards the total purchase price. When Mr. Mascitti failed to make the agreed to payments, Mr. Gainey repossessed the lots for the town and did not make any refund to Mr. Mascitti of his original payment. The past town records will be checked to see if either a payment was made or any refund disbursement made. It would be possible to refund the \$500 if Mr. Mascitti has a proper receipt or other documents to provide the necessary paper trail to prove in fact he made the payment but did not receive a refund. Ms. Wang offered to research the records to see whether or not the town made any refund and report back to the commission at a later date.

Charlene Jennett met Mr. Coffrin at the cemetery at Maplewood and stated the family had purchased an 8 x 10 lot on the stone post fence line at the northern property line of the West Section. The lot is now occupied by Joseph D'Amico. Ms. Jennett agreed to a proposal to relocate her family lot to the space immediately adjacent to D'Amico, an 8 x 10 lot just to the east. Mr. Harrington made a motion to allow the move of the Jennett lot next to D'Amico and reassign the lot number as number 89. An updated deed will be necessary. Mr. Garceau seconded the motion and with no further discussion, the motion passed on a voice vote.

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR JUNE 22, 2016 MEETING
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

NEW BUSINESS

- A. Mr. Miller pointed out there were two misspelled words on the cemetery section of the town webpage and asked they be corrected. He also began a discussion on further clarifying the information concerning working hours and the actual seasonal time frame burials are allowed in the town cemeteries. Overtime is defined as work done after 3:30 in the afternoon and the working hours should appear on the webpage to assist clients in scheduling services within the normal work hours. The webpage also states burials are done in the summer only even though the cemetery generally opens during the third week in April and remains open through the day after Thanksgiving. The sexton has the ability to make exceptions and may make burials outside these dates. Exceptions have been made for both early and late burials when the conditions in the cemetery allowed the work to be done. If the sexton deems conditions to be unfavorable due to frost or other environmental factors, exceptions are not made. The commission also discussed how overtime could be required on a Monday morning service; some site preparation time might be necessary just prior to the service and fall into an overtime situation.

Mr. Coffrin also suggested the addition of another fee. He stated that cremation urns are sometimes added to a monument or monument base. In such cases, the sexton does not have to handle the urns, but has to update records and do other related paperwork necessary for recording information and the proper operation of the cemetery. Mr. Coffrin suggested the fee schedule include an item for administrative work, the fee would be set at \$150.

Ms. Wang will develop a revised rate schedule sheet for the webpage including the dates of cemetery operation along with a statement that the sexton has discretionary rights. The page will also show the normal workday hours of the cemetery staff. She will bring the schedule to a future commission meeting for further discussion and adoption of the new schedule for use on the website.

- B. As the end of the fiscal year is near, the commission held its annual elections for chair of the cemetery commission. Mr. Coates nominated Mr. Garceau as chair, Mr. Miller seconded the motion. Mr. Harrington would remain recorder for the commission. With no further discussions, the motion carried on a voice vote.

Note: words within brackets, [--], are not part of the meeting but added here to clarify the discussions.

- C. Lot layout issues have surfaced in Section G of the Wilson Cemetery. When Mr. Coffrin attempted to lay out the foundation for the Bernard Gibbs lot, Lot 188 on the layout schematic, the area available turned out to be a single grave size, not the 7 x 10 lot described on the schematic. [The Gibbs deed, Book 3, Page 152 calls for a 7 x10 lot size.] Mr. Coffrin proposed offering an alternate lot to Mr. Gibbs in the area of Lot 124 near Mr. William Wolfe or in Lot 166 in the adjacent row. He also discussed the recent problem in the John Kreisz lot; Lot 107, Section G, and finding a burial had already taken place in the Kreisz lot. The Kreisz family has been moved to Lot 123 in Section G and their monument moved to the new location.

There are also three lots in Section G, 197b, 205, and 208, shown on the layout schematic as "Empty?" rather than available. [These lots are in an area where the old layout map did not match the physical conditions in the cemetery.] Mr. Garceau and Mr. Coates asked Mr. Coffrin to probe these lots for possible burials and determine if the lots can be put back on the schematic as available for purchase. One lot, 197b, is in the row below Mr. Gibbs and if open would be a logical lot to offer the Gibbs family as a replacement for their current lot. When the

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR JUNE 22, 2016 MEETING
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

questions are answered, Mr. Coffrin will work with the Gibbs family to select a new location for their lot. Final arrangements will be reviewed by the commission.

Another lot, Section G, Lot 175s is shown on the schematic as 10 x 6 is less than a two grave lot but larger than a single grave lot. Mr. Coffrin proposed selling the lot to Ms. Carol Jewett for \$990 as a single grave site. Mr. Coates made a motion to accept the proposal, seconded by Mr. Garceau. With no further discussion, the motion carried on a voice vote.

AROUND THE TABLE DISCUSSIONS

- A. Mr. Coates reminded all of the need to wear seatbelts and reflective vests, a requirement for town workers while operating or riding in a vehicle and vests, particularly when working near a roadway.

NEXT MEETING

Next meeting set for: 27 July 2016 at 6:30 p.m.
Place: Room 3, Barre Town Municipal Office, Websterville.

MOTION TO ADJOURN

Mr. Coates made a motion, seconded by Mr. Miller, to adjourn. The motion carried on a voice vote and the meeting adjourned at 8:00 p.m.

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