

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR APRIL 27, 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. Town Manager Carl Rogers, and sexton Dwight Coffrin also attended.

AGENDA CHANGES - ADDITIONS

Details: Nutbrown and Miller stones, Pletzer and Howe deeds.

APPROVAL OF MINUTES

Mr. Garceau made a motion, seconded by Mr. Coates, to approve the minutes of the October 28, 2015 meeting as written. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

Town Manager Rogers gave a budget report and handed copies of the current figures to the members of the commission. Some cemetery operations have begun including the burial of Mrs. Abare on the 13th of April with some crew members beginning work in the cemeteries on the 18th. On the revenue side of the budget, overall the figures showed most items on target. Some accounts a bit behind would likely catch up now that the cemeteries' busy season has begun. A few items, such as interest earned, did not show correct amounts and needed to be revised. Mr. Rogers explained the commission interest accounts might not do as well in the next cycle as several investments had matured and he was not optimistic future investments would have as high interest rates as the matured ones had. On the expense side of the ledger, the figures also pointed to being on target. Also, some accounts on the revenue side had not been properly credited. Mr. Coates made a motion to set aside approval of the budget figures until corrections could be made, Mr. Miller seconded the motion. With no further discussion, the motion carried on a voice vote.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Rogers gave the sexton's report. The cemetery crew had removed the burlap from the shrubbery; removed more than 200 holiday wreaths; began repairing grub damage to the lawn at Maplewood; and straightened 20 marble tablets that had begun to lean in the cemetery. Mr. Charles Day would be lending the crew tools and equipment to grind down granite bases in preparation of setting replacement markers in the cemeteries. The fertilizer and insect control products had been ordered.

Mr. Coffrin began work on the 13th of April, three other workers began on the 18th of April doing general property maintenance tasks. A fourth worker will start next week. Crew members shifted positions between the cemetery and the recreation department.

Mr. Coates mentioned he had seen damage to one of the cemetery driveways probably caused by a heavy truck rolling over the edges of already weak pavement. He felt the damage significant enough to warrant adding a budget issue to make repairs. Mr. Rogers would ask town engineer Harry Hinrichsen to inspect the damage and assess repairs.

A discussion began concerning the recent sale of lot 76-1/2 in the North section of Wilson Cemetery, a lot that did not appear on the layout schematics, an item further addressed while the commissioners signed deeds and is outlined below.

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Given the need for more information concerning the driveway repair and the questions on lot 76-1/2, Mr. Coates made a motion to set aside approval of the sexton's report, Mr. Miller seconded, and with no further discussion, the motion carried on a voice vote.

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds:
 - 1. Eldridge and Muriel Pletzer; Lot 449, 10x16, Section New B, Wilson
 - 2. Robert M., Carolyn J. Howe, Jeffery R. Howe, Wendy LaFlower, Andrea L. Fassett, Lot 136, 10x12, Section New B, Wilson

- B. Niche reservation: none this meeting.

- C. Monuments:
 - 1. Grass marker for Phyllis Miller, no lot number given
 - 2. Monument for Byron R. Jr. and Ruth S. Nutbrown, Lot 76w, North section, Wilson

- D. Niche covers: none this meeting

During the signing of deeds, a discussion concerning the creation of Lot 76-1/2 began. The sexton created the lot in an area not shown as a lot in the north section. He had placed the lot at the end of an existing row and sized it to fit a specific monument. Mr. Garceau brought up the issue of creating the lot without the approval of the commission. Mr. Harrington added the commission should be notified before lots are added to ensure proper record keeping and that the cemetery schematic maps are properly changed. In this case, the lot creation took place in an area at the edge of a slope and is between lots at the end of two other rows. The lot would be used for cremains and not full burials. Mr. Harrington suggested changing the lot designation from 76-1/2 to 76w to match other lot designations in the North section of Wilson Cemetery. Mr. Garceau made a motion to create a 5x10 lot designated Lot 76w in the North section, Mr. Coates seconded. With no further discussion, the motion carried on a voice vote. Mr. Harrington made an immediate second motion to have all future lot creations in areas not previously laid out come before the commission for their approval. Mr. Garceau seconded and with no further discussion, the motion passed on a voice vote. Mr. Harrington would add Lot 76w to the schematic maps, ownership slated to be in the names of Byron R. Nutbrown, Jr.

OLD BUSINESS

- A. Maureen Casey, a special assistant to the Town of Barre recently rebuilt the town's website, including the cemetery commission page. She did an outstanding job merging in all the information and historical information gathered and published under commission oversight and made the information easily accessible to the public via the webpage. Mr. Harrington made a motion to thank Ms. Casey for her work in updating the webpage, a motion seconded by Mr. Coates. The motion carried on a voice vote, thank you Mau!

- B. Mr. Harrington addressed the lot layout project for the Maplewood Cemetery. He stated he would be working with a volunteer with survey equipment to lay out the lot corners of each of the new rows in the North and South sections of Maplewood. He would also inform Mr. Coffrin as to how many steel pins would be needed to do the work.

As for the zoning question, more research needs to be done to confirm whether or not cemeteries have zoning requirements. Mr. Rogers pointed out there are no structures involved, the cemetery predates zoning, and some lots already lay next to the property line. Zoning administrator Chris Violette will be consulted for a final determination.

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- C. The list of replacement gravestones was delivered to the manufacturer in the fall of 2015 and the stones have been produced, delivered, and paid for. The cemetery crew will make preparations to set them. No new replacement stones are planned for this year.
- D. The state grant for the repairs to the Maplewood fence did not get approved. Instead, the funds needed to repair the fence will be rolled into budget issues voted on by the taxpayers of Barre Town. The request will be made in two different years, one half this coming year, the remainder for the 2017-2018 budget year.
- E. Over the winter, public works superintendent Richard Tetreault and some of his crew members assisted the cemetery commission in clearing brush and dead trees from the cemetery at Maplewood. The work exposed the granite posts of the old property line fence and the brush removal also gave the cemetery a much neater appearance. Mr. Harrington made a motion to thank Mr. Tetreault and his crew for their work in cleaning up the cemetery grounds and the removal of trees, Mr. Coates seconded the motion. The motion carried on a voice vote.

The commission also discussed further work to be done at Maplewood including the removal of some poplar trees hanging over gravesites and the trimming of some lilac bushes growing on the graves of the Everett family. The bushes hide the oldest stone at Maplewood and will be removed without disturbing the graves beneath. Mr. LePage, owner of the land to the west of the cemetery will be contacted concerning the poplars located at the property line of the cemetery.

- F. Mr. Garceau attended the citizen's budget tour in the late winter and received a budget book outlining upcoming budget issues including cemetery issues. He questioned the funding source shown in replacing the vault door at Wilson Cemetery. Mr. Rogers explained the annual transfer of funds from the cemetery to the town building fund and the use of that money to buy the new door. Mr. Garceau also asked for clarification of the \$6,000 plus expense to clean the columbaria structures. Mr. Rogers indicated the number to be in error and represented the account total rather than the money needed to clean the structures. Cleaning fees would be \$515 and the account total \$6,410.
- G. The cost to repair the gravel road in the Maplewood Cemetery is approximately \$8,192. The cost includes town gravel and town labor and equipment to complete the work. The road will be repaired beginning at the Farwell Street gate, proceed westward up the hill, turn towards the south, and continue to the gate at Nichols Road.

NEW BUSINESS

- A. The commission discussed issues related to documents and other items begun during the winter season when the commission does not meet. The Howe deed referenced above was signed off, but the shop drawing for their monument has not been given to the sexton. Mr. Coffrin will check with Mr. Crowther for a copy of the drawing. No other business needed to be completed.
- B. Recent errors in lot numbers shown in the deeds brought about a discussion on how to better manage deeds and schematic maps. Mr. Harrington suggested photocopying the schematic map and marking the lot being sold on the copy. The copy would be clipped to the sexton's worksheet and stay with the worksheet during deed creation and deed approval by the commission. The map would provide a visual check against the deed and would be seen by all

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those working with the deed before and during the approval process. There are currently two deeds in the Wilson Cemetery to correct. Mr. Harrington provided Mr. Coffrin with a set of schematics for photocopying of the Wilson Cemetery. At the same time, the commission discussed the issue of missing information in the deeds and on the schematics. Two lots at Maplewood have not been plotted on the schematics. Mr. Coffrin and some commission members will revisit the index cards, old schematic maps, and other sources of information to confirm the need to contact lot owners to clarify information.

AROUND THE TABLE DISCUSSIONS

Mr. Harrington discussed the possibility of the local chapter of the Daughters of the American Revolution holding a dedication ceremony at Maplewood to dedicate the new gravestone to be set on the grave of Benjamin Dix. Dix served during the Revolution and has only recently been identified as a soldier buried in Barre Town. The Flags for Veterans organization would also be invited to the ceremony.

Flags for Veterans would be placing flags on veterans' graves in the town cemeteries on or about the 23rd of May, the Monday before Memorial Day.

NEXT MEETING

Next meeting set for: 25 May 2016 at 6:30 p.m.

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

MOTION TO ADJOURN

Mr. Harrington made a motion, seconded by Mr. Coates, to adjourn. The motion carried on a voice vote and the meeting adjourned at 8:18 p.m.

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