

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR MAY 24, 2017 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: Mr. Rogers added an item to discuss the latest changes adopted in the cemetery price list.

APPROVAL OF MINUTES

Mr. Garceau made a motion, seconded by Mr. Miller, to approve the minutes of the April 26, 2017 meeting as written. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

None this meeting, see payroll issues in Old Business below.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin provided a handout listing cemetery business and events. He listed a pending lot sale and a pending niche reservation. During April and May, the cemetery had ten funeral services. The crew had been mowing and trimming and fertilizing the grounds as the weather permitted. Through an early purchasing agreement, Mr. Coffrin received a good price for fertilizer and weed control products, he saved the cemetery department approximately \$1,600 through his efforts. Mr. Coffrin was confident the cemeteries would be ready for the upcoming Memorial Day weekend, members of his crew would work Saturday if needed to ensure the work got done. Mr. Coffrin also handled six genealogy requests. Nearby St. Sylvester's Cemetery is temporarily without the machinery needed to dig graves, Mr. Coffrin has been assisting them. In the interest of cooperation among cemeteries, the commission settled on a flat fee of \$250 per grave dug to cover the costs of the machine and an operator. Two trees had to be removed from the Wilson Cemetery. One tree had been damaged in a recent storm and had begun to lean towards a row of monument, the other tree had severe insect damage. A local tree service cut them down at the same time and removed debris.

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: none this meeting.
- B. Niche reservation: none this meeting.
- C. Monuments:  
Hodgen, Section C, Lot 48.1, Wilson: returned as it did not meet the regulations for the minimum size for a two-grave lot.

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- Hedges, Section New A, Lot 466b, Wilson: returned as it did not meet the regulations for the size requirements of a single grave lot.
- D. Niche covers: none this meeting. NOTE: the cemetery regulations as found on the Town of Barre website are not the current regulations and give inaccurate information concerning niche covers. The website will be updated to have the rules as adopted in September 2015 available.

OLD BUSINESS

- A. Melvin Hedges – Douglas Lawson lots in Section G. From Mr. Coffrin's report: Cemetery commission minutes from July and August 2014 addressed the Lawson issue. Mr. Hedges had not actually purchased 77d, the lot adjacent to Mr. Lawson at 77e, the commission gave Mr. Lawson a two-foot wide strip from the empty lot to make up the extra width he needed to accommodate his granite bench. Mr. Harrington would update the Section G schematic to reflect these changes.
- B. Susanna Scott gravestone placement: Mr. Harrington discussed holding a formal re-dedication ceremony and placement of the Susanna Sherman Scott gravestone in her parents' lot at Wilson Cemetery. He described two scenarios, one would have the commission handle the re-dedication, the other would involve the general public in a formal event. The event would be offered to the news media and involve a public ceremony in September. The latter would require extra efforts by commission members. After a discussion of items including tasks that would be assigned such as an emcee for the event and a speaker, Mr. Miller made a motion to move forward with the public dedication ceremony of the Susanna Sherman Scott stone at the Wilson Cemetery. Mr. Coates made a second to the motion and with no further discussions, the motion carried on a voice vote. Mr. Harrington will research the religious background of the early Sherman family and Mr. Miller will make general inquiries to find a clergyman that might attend the re-dedication. Mr. Harrington will also prepare a program for the event and present it to the commission at the next meeting.
- C. Creation of single grave lots: Mr. Coffrin presented a sketch for the inclusion of approximately 22 single grave lots at the western end of the North section at Wilson. Mr. Harrington will prepare a schematic for the next commission meeting, the commission will review the schematic and discuss additional requirements as needed at that time.
- D. Final status on stone replacements: Mr. Harrington reported the project had only a few items left before final completion. The Thompson monument needed the marble panels reattached. Two of the stones, Goldsbury and Ingalls, to be placed at Maplewood Cemetery, could not be located and thus, had not been installed. The monuments had apparently been delivered during a winter season and not stored at the Wilson vault, but rather at one of the town garages. The town staff would search the facilities again and Town Manager Rogers would review the invoices and paperwork to ensure the monuments were delivered. The two monuments had been part of the initial order of five replacement stones circa August 2014, the three stones from that order bound for Wilson Cemetery have been placed.
- E. Continued payroll issues for cemetery employees: Mr. Rogers told the commission members the accounting service had made corrections to the current payroll records for Mr. Coffrin who serves as both cemetery sexton and recreation maintenance director. His pay has not been

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calculated to reflect both jobs and only the cemetery account has been charged for his time. The accountant has made the necessary adjustments to charge both accounts, but general corrections will need to be made to town financial records before the books are officially closed on the previous fiscal year.

NEW BUSINESS

- A. Protocols for unbudgeted expenses charged to cemetery commission: Mr. Garceau held a general discussion concerning the removal of trees at Wilson Cemetery without notifications to commission members. As noted in the sexton's report, one tree had been damaged in a storm that also brought down power to local residents in the area of the cemetery. Mr. Coffrin noted if the tree had fallen on the nearby monuments, the resulting damages could have run as high as \$10,000. Mr. Coffrin notified the town manager of the imminent danger of the tree falling and Mr. Rogers made arrangements to remove the tree. Mr. Garceau stated he and other commission members should have been notified as well as unbudgeted expenses could have a negative effect on the cemetery's budget. Mr. Rogers explained that small fluctuations in the budget do not create problems when the budget is analyzed at the end of the fiscal year. He also gave an example of changes made to a budget during a fiscal year, he pointed to the commission deleted a privet hedge in favor of purchasing corner pins to mark out cemetery sections. Mr. Coates stated he would not have been able to be contacted as the power had been knocked out in his neighborhood. He said the town did what they had to do to alleviate the situation.

AROUND THE TABLE DISCUSSIONS

- A. Mr. Rogers addressed the current list of services and lot prices as recently changed and approved by the commission and by the select board.
- B. Member's poll for preferred method of receiving agendas and minutes: Mr. Harrington asked the commission members their preference in receiving agendas and minutes prior to cemetery commission meetings. Through regular US mail: Mr. Coates, Mr. Miller, and Mr. Benoit. Via email: Mr. Garceau. Right out of the printer: Mr. Harrington. Mr. Harrington will provide the information to Ms. Deb Lefebvre in the town office.
- C. Mr. Miller requested that Mr. Coffrin and the crew plumb up the gate posts in Wilson Cemetery.

NEXT MEETING

Next meeting set for: 28 June 2017 at 6:30 p.m.  
Place: Room 3, Barre Town Municipal Office, Websterville.

MOTION TO ADJOURN

Mr. Coates made a motion to adjourn, seconded by Mr. Garceau. The motion carried on a voice vote and the meeting adjourned at 8:15 p.m.

Respectfully submitted on behalf of Alan Garceau, Chairman  
by Dwight D. Harrington, recorder