

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR APRIL 25, 2018 MEETING
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

CALL TO ORDER

Call to order at the town offices at 6:33 p.m.

ROLL CALL

Commission members: Alan Garceau, Norman Coates, and Dwight Harrington attended. Carl Rogers, town manager, and sexton Dwight Coffrin also attended. Merle Miller and Robert Benoit not present.

AGENDA CHANGES - ADDITIONS

Details: Mr. Garceau requested the addition of a discussion item to dedicate a portion of the increase in niche fees to the columbarium construction fund. He also requested the addition of a discussion item concerning the cemetery flags.

APPROVAL OF THE AGENDA

Mr. Coates made a motion, seconded by Mr. Garceau, to approve the agenda as presented. With no further discussion, the motion carried on a voice vote.

APPROVAL OF MINUTES

Mr. Garceau made a motion, seconded by Mr. Coates, to approve the minutes of the October 25, 2017 meeting as written. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

Town Manager Rogers presented a budget report on the status of revenues and expenses. He calculated that about 19.3% of the budget year remained for cemetery operations. When comparing revenues collected with the amount remaining, the budget calls for 11% to be collected. As May is traditionally a busy month in the cemeteries, revenues should finish the year in the black. Interest transfers into the cemetery fund are on target as well. As for expenses, salaries, supplies, and equipment are generally in line with the budget. Town equipment charges are over mostly due to equipment usage to dig graves. Electrical fees are over due to low production yields from the solar panel farm and resulting adjustments made with Green Mountain Power and the solar panel company. Outside service are over because of the removal of storm damaged trees. Overall, however, the expenses are running very close to budgeted amounts.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin reported he had six full burials and 4 cremains to inter in the next two months. The smaller than average crew had been working on equipment maintenance to get the lawn mowers, etc. ready for the year's operations. Mr. Phil Morin has retired from the crew, the town is seeking a replacement for him. Mr. Coffrin would like to begin the application of the grub control product early this year as the grubs are near the ground surface now due to a shallow depth of frost over the winter.

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APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: Smith, Patricia, Wilson, New B, Lot 452-B, 10 x 4
Ford, Diane, Wilson, New B, Lot 165, 10 x 8, 2-grave
Ford, Diane, Wilson, New B, Lot 166, 10 x 16, 6-grave
Peterson, Richard and Kathleen, Wilson, North, Lot 134, 10 x 7
- B. Niche reservation:
Blow, Jeffrey and Karen, Wilson, Col. 2, Side A, Niche 7
- C. Monuments:
Parker, Louis and Nancy, Wilson, Section G, Lot 175s
- D. Niche covers:
Blow, Loreen C., Wilson, Col. 2, Side A, Niche 7

OLD BUSINESS

- A. The adoption of the Maplewood Cemetery schematic maps: Mr. Harrington referred to discussions on the 8 x 8 sized lots set aside for private columbaria structures and the need for new rules and regulations for the same and said the schematics would not be ready for adoption until the commission approved the rule changes. He presented a draft copy of the South 2 schematic for Maplewood Cemetery showing the proposed layout for the 8 x 8 lots, including a scheme to return the lots to regular 10 ft deep burial plots should the idea of private columbaria not come to fruition in the town cemeteries. The draft also had a written description for the placement of the columbarium structure within the lot.
- B. Mr. Harrington presented a draft version of the rules that are affected by the creation of the 8 x 8 private columbaria lots. The commission discussed the proposed changes and would review them against the current cemetery rules and regulations during the month and re-visit the issue at the May commission meeting. Mr. Garceau suggested creating a separate section of rules specifically dealing with the use and placement of private columbaria within the town cemeteries.
- C. Mr. Harrington asked for additions and corrections to the package of schematics he has prepared for Wilson Cemetery and for adoption by the commission. With no further changes, he would prepare the schematics for final adoption and would furnish paper and electronic copies to the town engineer. The sexton would also receive paper copies and electronic copies would be furnished to the town for the cemetery webpage once the commission gave its final approval.

NEW BUSINESS

- A. Mr. Harrington opened a discussion concerning the replacement of five damaged gravestones within the town cemeteries. Although not yet funded by the next fiscal year's budget to be voted on in early May, the commission could still select five to seven stones that are no longer serviceable. Mr. Harrington and Mr. Coffrin would review the cemeteries and Mr. Harrington would present their findings to the commission in a photo array. He could then begin research on the person(s) involved to ensure accuracy in names and dates. Mr. Garceau stated that Jeff Martel would still be willing to manufacture the replacement stones at a price of \$200 each.

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- B. The commission discussed whether to dedicate a portion of the niche reservation fee increase to the columbaria replacement fund. A portion of the fee collected currently goes into the fund, when a certain percentage of a columbaria niches have been sold, the replacement fund is used to purchase a new structure. Currently, \$520 of each niche reservation goes into the replacement fund, Mr. Rogers will inform the commission of the current balance at the May meeting. The increase in money going into the fund would help keep pace with the rising costs of manufacturing the columbaria structures. Mr. Garceau suggested putting one half of the increase into the replacement fund in addition to the amount already going to the fund.
- C. The commission had a general discussion concerning the flying of the cemetery flag during the winter. They determined the winter weather to be a detriment to the flag and decided the flags would be taken down at the end of each cemetery year and stored away for the winter. The discussion also included questions on the lighting of the flag at night. Mr. Coffrin would investigate purchasing a new solar powered LED light for the top of the flag pole and bring the information to the May commission meeting.

AROUND THE TABLE DISCUSSIONS

None this meeting.

NEXT MEETING

Next meeting set for: 23 May 2018 at 6:30 p.m.

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

MOTION TO ADJOURN

Mr. Harrington made a motion to adjourn, seconded by Mr. Coates. The motion carried on a voice vote and the meeting adjourned at 7:50 p.m.

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