

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR SEPTEMBER 28, 2022 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: Angela Labrador, Alan Garceau, Kent Barcomb, Merle Miller, and Dwight Harrington were present; and town manager Carl Rogers and sexton Dwight Coffrin also attended.

AGENDA CHANGES - ADDITIONS

Mr. Harrington requested a discussion concerning CAD updates to the cemetery schematics in 2023.

APPROVAL OF THE AGENDA

Ms. Labrador made a motion to approve the agenda as written with the addition of the CAD update item, seconded by Mr. Barcomb. With no further discussion, the motion carried on a voice vote.

APPROVAL OF MINUTES

Mr. Garceau made a motion to approve the minutes of August 24, 2022 as written, seconded by Mr. Miller. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

None this meeting.

RECEIVE GUESTS

Mr. Brian Littlefield, prospective cemetery commission member.

SEXTON REPORT

Mr. Coffrin's report showed mowing and trimming in the cemetery grounds had picked up due to the recent rainy weather. The crew has also completed planting the hedgerows in the newest section at Wilson except for six shrubs that will need to be replaced. Existing shrubs have been trimmed and the crew will have them wrapped to protect them against damage by deer by the end of October. Six foundation sites had been prepared for the pouring of concrete today, but the rainy weather forced the work to be cancelled and rescheduled for October 3rd. The foundation at the West Hill Cemetery will have to be done manually due to site restrictions. Renovation work has begun at the cemetery office at the maintenance garage. The office has been emptied and made ready for cleaning, patching, and painting before the installation of weatherproof carpeting. Mr. Coffrin said he had spent some time answering requests from the public concerning family lots and possible interments at our cemeteries. Cemetery employee Gary Munson will be leaving in the middle of October.

APPROVAL OF DEEDS AND MONUMENTS

A. Deeds:

- Francis McFaun, Maplewood Cemetery, South 2, Lot 37b, 4x10
- Brent Fuller, Maplewood Cemetery, South2, Lot 25a, 4x10

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- B. Niche reservation:
 - Ginette Gosselin, Wilson Cemetery, Columbarium 4, Side A, Niche 4
- C. Monuments:
 - Leslie Newton, Wilson Cemetery, New Section C, Lot 222, 10x8
- D. Niche covers: None this meeting.

OLD BUSINESS

A. Washington County Mental Health Services (WCMHS) site inspection, Gould Cemetery. Mr. Garceau and Mr. Harrington will accompany Mr. Coffrin to the site for a final planning session and removal of dead trees and brush. The site will be re-graded with topsoil and then seeded and mulched for the winter. Mr. Miller volunteered to bring his small Kubota tractor to the site to move material to the grave site. Ms. Labrador reminded the commission to choose the route to the grave very carefully to avoid doing any damage to the solar panels or disturb any other historic resources in the area. Mr. Coffrin will coordinate activities with Mr. Todd Parker of WCMHS. The site restoration work has been tentatively scheduled for 9 a.m. on 14 October.

B. Maplewood fence painting. Mr. Rogers has researched the current funding for the project and reported two payments of \$5,895 were initially made to the account to pay for the work, and to date, \$2,600 paid to Mr. Peake and \$2,156 spent for paint and other supplies; total money used is \$4,756, leaving \$7,034 in the account. Mr. Rogers and Mr. Coffrin met with prospective contractor Mr. John Pelkey today; he estimated it would cost \$9,000 to finish the work and he could begin next week. Mr. Pelkey would first remove the remaining 18 fence panels along Farwell Street by cutting the bolts. The town would furnish one worker to assist loading the panels for transport to Mr. Pelkey's shop for sandblasting, and the town would furnish one worker to assist in the priming and painting. The fence posts left behind would be sandblasted and painted in the cemetery. Mr. Pelkey suggested stainless steel bolts be used to reattach the completed panels. The fence along Nichols Road would be done in two sections.

Mr. Pelkey also suggested the paint be applied thicker and painting them in the shop would help. The panels would be painted in a stack, which will make it easier to reach all surfaces, and the overspray would fall on the panels below. Mr. Coffrin will meet with Mr. Pelkey again on 29 September and will also follow up on the paint to be used. He has been working with a representative of Sherwin Williams and will need new paint as what is left from previous painting sessions is no longer usable. Mr. Pelkey estimated three hours to remove the 18 panels and a half day to paint them with a spray system. To date, the main gate and arch have not been discussed as part of the work and could become a budget item for the next fiscal year.

Mr. Barcomb made a motion to continue the project with Mr. Pelkey and allow Mr. Coffrin to select the paint. Seconded by Mr. Garceau, and with no further discussion, the motion carried on a voice vote.

C. Investigation for new columbarium structure/COVID funds. The select board has approved \$36,000 for constructing a new columbarium unit with the cemetery columbarium construction fund making up any difference in the final amount. Commissioners thanked Mr. Rogers for his work in obtaining the grant. Mr. Rogers located the RFP and scope of work for the original two structures. As of this date, Rock of Ages has not located the plans for those structures. The RFP and scope will be re-done for use in building the new unit. Mr. Harrington noted the original RFP had a provision for a polymer insert and asked if it should remain in the RFP as the new one is to be all granite. The insert will be struck from the new RFP. The new RFP will remove unneeded items and provide updated details. Mr. Rogers asked for questions concerning the new columbarium that need to be answered

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prior to meeting with prospective manufacturers. He needs to know what the commission would like the final product to look like, i.e., the number of covers, the slope of the roof, etc. The exterior of the structure must be all Barre granite, the grade of stone will be specified in the RFP. The arrangement of the covers could be optional if the final product appears the same as the existing two units. One major consideration is the configuration of the niche covers. The current construction uses covers for four individual niches rather than the preferred individual niche covers used on the existing units. The instructions to bidders will specify that any deviations to the RFP be brought before the commission for review. Mr. Rogers said there is typically a three-week bid period for bid returns on this type of project.

Ms. Labrador made a motion for Mr. Garceau to work with Mr. Rogers to prepare an RFP with specifications for the new columbarium unit. Seconded by Mr. Barcomb, and with no further discussions, the motion carried on a voice vote.

NEW BUSINESS

A. Proposed price and rate increases for cemetery operations. Mr. Coffrin has prepared a price list to increase current prices and fees for lots and cemetery operations due to general increases in the costs of goods and materials. Mr. Garceau made a motion to forward the price list to the select board for their required approval on lot and niche purchases, and for cemetery commission approval for increases in general cemetery operations. Price increases to become effective on January 1, 2023. Seconded by Mr. Miller, and with no further discussions, the motion passed on a voice vote.

B. Summary of bulk trash day. Although the number of loads brought to the event was not heavy, there have been five other years with an even lighter turnout. The recent event had 134 loads passing through and the cemetery received \$557 in donations.

C. Update to CAD schematics. Mr. Harrington reminded the commission it had decided to update the cemetery schematics every five years and the date on the Wilson schematics was 2018. The schematics should be updated next year, 2023, and he asked Mr. Rogers what would be needed to include the updates as a budget item next fiscal year. Mr. Rogers asked for a one-page document containing instructions of what is to be done and an approximate amount of work to be included. The schematics will have lot names changed to reflect lot sales, and there is also some line work involved. Mr. Harrington sent the original Autocad drawing files to the town engineer to be used in the updates and said the town should receive the updated electronic files in return for storage and use in the subsequent update years as there is no guarantee the same contractor would to all the future work. Mr. Harrington will put the details together along with an estimated quantity of work.

AROUND THE TABLE DISCUSSIONS

Remembering Joe Coates. Commission members shared their memories of Norman "Joe" Coates who recently passed away, both of Joe and the time spent working with him on various projects and meetings. The members of the Barre Town Cemetery Commission would like to extend their deepest sympathies to Joe's family, he was a valuable member of our team. Joe joined the commission in May of 2003, appointed to fill the term of a member who resigned, and remained an active member until the end of the cemetery year in October 2019. He brought his own unique knowledge to the commission and shared and applied it to many of the situations we faced. In addition to meetings, Joe participated in all the other commission activities, and we could count on him as a willing worker who always brought along his great sense of humor wherever we worked together. He worked on several special projects including the columbaria park, the monument replacement program, and the Suzanna Scott dedication ceremony at Wilson Cemetery. Joe will not only be missed by the Cemetery Commission, but in many other town volunteer slots as well. A dedicated town volunteer, it might actually be easier to list what he was not involved in.

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Mr. Coffrin said Henri Dessureau has volunteered his services in pressure washing the columbaria units at Wilson without charge. He will also assist Mr. Coffrin in purchasing a proper pressure washer for use in the cemeteries. Eventually, cleaning monuments could be added to the cemetery operations at \$100 per monument.

NEXT MEETING

Next meeting set for: October 26, 2022 at 6:30 p.m.

Location: Room 3, Barre Town Municipal Office.

MOTION TO ADJOURN

Mr. Barcomb made a motion to adjourn the meeting, seconded by Mr. Garceau. With no further discussion, the motion carried on a voice vote and the meeting adjourned at 8:08 p.m.

Respectfully submitted on behalf of Angela Labrador, Commission Chair
by Dwight D. Harrington, recorder