

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR MAY 24, 2023 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, Kent Barcomb, Brian Littlefield, and Dwight Harrington were present. Town manager Chris Violette, and sexton Dwight Coffrin also attended the meeting. Angela Labrador was not able to attend.

AGENDA CHANGES - ADDITIONS

None this meeting.

APPROVAL OF THE AGENDA

Mr. Harrington made a motion to approve the agenda as written; seconded by Mr. Littlefield. With no further discussion, the motion carried on a voice vote.

APPROVAL OF MINUTES

Mr. Barcomb made a motion to approve the minutes of April 26, 2023 as written, seconded by Mr. Littlefield. 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 handed out his written report which showed 23 interments to date, 14 cremations and nine full burials. He said he now has two workers on the cemetery crew, Mr. Gary Munson, a returning crew member, and Mr. Peter Hill who brings lawn care, and equipment operation and maintenance experience; they began work on Monday, May 22nd. Most of the recent work has been mowing and trimming, Wilson has been mowed, Maplewood mowing completed today, and West Hill will be done by Friday. Mr. Coffrin has also been coordinating with local funeral directors and also selling lots and niches. Four sections of Wilson Cemetery have been fertilized, other sections will be done as time permits. Insect control will also be applied. Leaks in the waterline have been repaired and the waterline replacement project will probably take place after July 1st.

Mr. Coffrin expressed special thanks to Richard Tetreault and other DPW employees who have assisted him in completing full interments. He also thanked the recreation grounds maintenance crew members who assisted in mowing and trimming as well as several cemetery projects including waterline repairs and the removal of the orange netting from cemetery trees.

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR MAY 24, 2023 MEETING
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds:
-- Michael Jarvis, Maplewood Cemetery, Section South 2, Lot 24, 10 x 4
- B. Niche reservation:
-- George Longenecker, Wilson Cemetery, Columbarium 2, Side A, Niche 8
-- Karen E. Roy, Wilson Cemetery, Columbarium 2, Side B, Niche 19
-- Eilene Houle for Auralie Fisk, Wilson Cemetery, Columbarium 2, Side A, Niche 17
- C. Monuments:
-- Kran, Jeffrey and Marlene, Wilson Cemetery, New Section B, Lot 161 – the missing information from the previous submittal has been added and the monument approved.
-- Lawson, Arnold, Wilson Cemetery, New Section B, Lot 162, approved.
- D. Niche covers:
-- None this meeting.

OLD BUSINESS

A. Maplewood fence. Due to his schedule, Mr. Coffrin has not been able to contact Mr. Senecal at A's Mobile Sandblasting.

B. Columbarium 3 Status. Mark Gherardi of Buttura & Gherardi submitted several drawings, photos, and graphic illustrations to the commission for review and approval. Mr. Violette printed and distributed the documents to the commission members. During the review, it was pointed out the proposed structure is a bit larger than the existing columbarium units but will still fit on the foundation. Other details were checked against the specifications provided by the town and found to be in compliance. The manufacturer will provide the proper suction cup tool to remove the covers along with an addition four blank covers. Mr. Harrington recommended signing only the front page of the document and not the actual construction details, they are the responsibility of the manufacturer.

Mr. Littlefield made a motion to approve the plans as submitted after comparing them with the town's specifications and to allow the vice chairman to sign the document. Mr. Barcomb seconded the motion and with no further discussion, the motion carried on a voice vote.

Mr. Violette said he had already received an invoice from Buttura & Gherardi for \$27,500, the total cost of the columbarium, but will hold it until the unit is in place.

C. Commission help for Memorial Day preparations. Mr. Coffrin expressed the need for string trimmer operators, Mr. Littlefield volunteered for Friday afternoon, and Mr. Barcomb for Saturday morning.

NEW BUSINESS

A. Procedures and Fees for interring two sets of cremains at one time. During the discussion, Mr. Garceau asked about the paperwork needed for each interment. There are an interment form and a burial permit for each. Mr. Coffrin said it took 10 to 20 minutes to do the forms, the time to do the paperwork is pre-paid. There is a recording fee that certifies the individual has been brought to the cemetery and buried, Mr. Coffrin also records the section and lot number in these records and they are filed in the town clerk's office. The commission agreed that one opening of a grave or a niche should be subject to only one fee, regardless of whether one or two interments is made. This would apply to two individuals in a single cremation urn, or two separate individuals buried in the same grave.

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR MAY 24, 2023 MEETING
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

Mr. Garceau made a motion that when a niche is opened in a town or private columbarium, or if a grave is opened one time, the fee will remain the same. Mr. Littlefield seconded the motion and with no further discussion, the motion carried on a voice vote. Mr. Violette will modify the cemetery fee schedule to reflect the change. *[Note: Mr. Violette earlier distributed copies of the current fee schedule as amended to add the monument cleaning fee adopted during the April meeting.]*

B. Inclusion of actual home location for those using a post office box address. The commission agreed a form used to provide the information about a lot purchaser would have to include the 9-1-1 physical address. The sexton will ask if the prospective buyer(s) are Barre Town residents. Purchasers need to sign the form affirming they are residents of the town in order to receive the town price for a lot or niche. Residency applies when the lot is actually purchased and later residency after the purchase is not counted. Mr. Coffrin will prepare the necessary form.

AROUND THE TABLE DISCUSSIONS

A. Mr. Garceau reported all the flags have been placed on the graves of town veterans. He also complimented Mr. Coffrin and his crew on the appearance of the cemeteries.

B. Mr. Violette told the commission that Chair Angela Labrador had been re-appointed to another five year term.

C. Mr. Coffrin reminded the commission a search should begin to find his replacement.

NEXT MEETING

Next meeting set for: June 28, 2023 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 7:26 p.m.

Respectfully submitted on behalf of Alan Garceau, Commission Vice – Chair
by Dwight D. Harrington, recorder