

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR JUNE 26, 2024 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: Angela Labrador, Alan Garceau, Brian Littlefield, Kent Barcomb, and Dwight Harrington were present. Town Manager Chris Violette and Sexton Dwight Coffrin also attended.

AGENDA CHANGES - ADDITIONS

None this meeting.

APPROVAL OF THE AGENDA

Mr. Garceau 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

Ms. Labrador made a correction in New Business "C" pertaining to federal rules for sites in a historic register. She made motion to approve the minutes of May 22, 2024 as written but with the changes, seconded by Mr. Garceau. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

Mr. Violette provided fund balances for two cemetery related funds based on the audits ending in 2023. The permanent trust fund balance stood at \$291,686, and the cemetery fund balance at \$79,550. Mr. Garceau asked about using a portion of the cemetery fund to have two columbaria foundations constructed in anticipation of the installation of the next two structures to minimize future disturbances to plantings in the park. Mr. Violette did not have a specific answer but cited an example of the general fund. As the funds contain taxpayer approved money it could only be accessed through a budget item that needed no further appropriations. He recommended the commission obtain an estimate for the work that could be given to the selectman for their approval. Ms. Labrador inquired about placing the money in an interest bearing account. Mr. Violette said it might be possible. He will look into the specifics and provide further information at the July meeting.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin provided a handout that showed the total services to date at 28. The totals he had do not go to the end of the fiscal year, still a few days away. He also reported two lots sold to residents and a third to a non-resident for the month, along with one niche reservation. The cemetery crew continues to mow and trim the grounds but have been affected some by poor weather. Mr. Coffrin plans to begin trimming the hedges early this year as the rainy weather has inspired a more rapid growth. He will be asking for assistance in setting the eleven replacement monuments later this season.

Mr. Coffrin passed around a burial card containing several errors. He said he encountered such cards often when trying to locate a grave or a lot. He makes corrections on the cards as he finds the errors and has two sets of burial cards to take care of. A discussion developed about record keeping

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR JUNE 26, 2024 MEETING  
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

---

and Mr. Harrington said the spreadsheet he maintains of lot owners and occupants is based on the card files. The spreadsheet should be verified against the cards again and changes made based on the written input on those cards by Mr. Coffrin. Mr. Harrington and Mr. Coffrin will work together to formulate a plan to update the spreadsheet and other documents that may be affected, and to modify the spreadsheet if necessary to more accurately portray what is found in the cemeteries. Ms. Labrador suggested a field verification tour in the cemeteries by some willing volunteers to match the spreadsheet with the lots. This would be done after the card/spreadsheet comparisons to both check that work and to possibly uncover other issues.

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds:
- Steven A. Daniels, Wilson Cemetery, Section New A, Lot 465c, 10x4
  - Mark W. and Donna M. Murphy, Wilson Cemetery, Section New B, Lot 130, 10x8
- B. Niche reservation:
- Jilleah Anderson, Columbarium 2, Side B, Niche 3. The reservation contained an error and will be corrected and re-issued.
- C. Monuments:
- Robert and Joan Tucker, Wilson Cemetery, Section G, Lot 67n.
  - Fred Ford, Wilson Cemetery, Section New B, Lot 166.
  - Dave and Christine Martin, Wilson Cemetery, Section New C, Lot 205
  - Almuth Jungkunst, Wilson Cemetery, Section F, Lot 1a
  - Steven Daniels, Wilson Cemetery, Section New A, Lot 465c.
- D. Niche covers:
- None this meeting.

OLD BUSINESS

A. Maplewood fence. Mr. Coffrin reported Adam Senecal would be starting the work sometime next week. He and the cemetery crew will begin preliminary work to remove built up soil from under the fence to fully expose the panels for sandblasting and painting.

B. Maplewood slope. No work will be done on the slope. Should the vegetation in the area be damaged, the sand beneath the grass would become unstable. Mr. Coffrin and town engineer Josh Martineau investigated possible water sources for the cemetery and found none. Residents in the area rely on drilled wells and one could be drilled for the cemetery but it would be an expensive proposition.

Mr. Garceau searched in his personal archive of cemetery commission meeting minutes to determine the origins of the flag pole set inside the old concrete fountain at Maplewood. He also inspected the fountain and found the flag pole had been set inside an old well casing. The casing had some water in it, probably stormwater that seeped in between the pole and the casing. He could not determine whether or not the casing had been filled or just plugged to support the flag pole. Mr. Garceau also noted a smaller pipe that could have been an electrical conduit, no longer in use.

C. National Historic Registry. Ms. Labrador reported there was one Barre Town site already in the registry, that being the Nichols House in East Barre. She outlined the process for nominating a site for inclusion in the national registry. Anyone can make a nomination to state historic officials. They would notify the owners of the site and the local governing agency as well as solicit comments from anyone who wished to contribute. Should Maplewood Cemetery be nominated, we would work with the

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR JUNE 26, 2024 MEETING  
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

---

selectmen. Cemeteries are not normally nominated unless historic figures are buried there or there is some historic importance to the local citizens. The state has already reviewed documents prepared in a grant application and judged Maplewood as a qualifying site. If someone nominates someone else's property, the property owner can object.

Ms. Labrador reiterated that local rules and regulations govern the site and the federal government does not become involved unless federal funds are used. The historic inventory is a list maintained by state government. She passed around a two-page application used to nominate a site for inclusion in the inventory. It is customary to get the support of abutting property owners if possible, and the Selectboard would be briefed and become involved as necessary. Once the state application is satisfied, a more in-depth federal application is needed. The form is 18 pages in length and is supplemented with maps and photos as needed. The applicants use these documents to make the case as to why the nominated site should be included in the inventory. The state reviews the form and when completed, forwards the nomination package to the National Park Service. There is a manual available specifically for nominating a cemetery.

The cemetery commission agreed to continue to pursue nominating Maplewood Cemetery for inclusion on the National Registry. The next step for the commission would be to brief the selectmen on the overall process, and Mr. Violette recommended the item be added to their agenda for the August 20th Selectboard meeting, beginning at 6 p.m. Ms. Labrador said she could attend and welcomed other commission members to attend as well.

#### NEW BUSINESS

A. Wilson Cemetery schematic changes. Mr. Harrington prepared a short slideshow presentation to show the final drawings of the Wilson Cemetery schematics. He spoke in generalities and pointed out large scale changes instead of going line by line as there were more than 177 changes. Two issues surfaced, a lot number discrepancy for Wayne Lawrence and the location for the deed for Christine Donahue. The commission agreed the best way to handle the lot number issue was to change the numbers in the schematics as the other lot involved has not been sold and the schematics are about to be re-issued.

The missing deed is for Ms. Donahue who purchased a lot for her brother, Andrew Huckins. Ms. Donahue will furnish a copy of her paid invoice to Mr. Coffrin and a deed will be issued.

Ms. Labrador made a motion to adopt the revised set of Wilson Cemetery schematics with the Lot 160/163 numbering changes made. Mr. Barcomb seconded the motion and with no further discussion, the motion carried on a voice vote.

Based on discussions with Mr. Violette, Mr. Harrington suggested changes to the schematics be made annually by the town engineer's summer intern and for the cemetery commission do a formal review and re-adopt the schematics every five years. Mr. Coffrin's current set of mark-ups will be stored away for future reference if needed, or scanned and preserved digitally.

B. Annual Elections.

Mr. Garceau nominated Ms. Labrador as chair of the Barre Town cemetery commission, Mr. Littlefield seconded the nomination. No other nominations were made and with a five to zero voice vote, Ms. Labrador was elected.

Mr. Littlefield nominated Mr. Garceau as vice chair of the Barre Town cemetery commission, Mr. Barcomb seconded the nomination. No other nominations were made and with a four to zero voice vote and one abstention, Mr. Garceau was elected.

Mr. Garceau nominated Mr. Harrington as recorder of the Barre Town cemetery commission, Mr. Barcomb seconded the nomination. No other nominations were made and with a four to zero voice vote and one abstention, Mr. Harrington was elected.

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR JUNE 26, 2024 MEETING  
6:30 P.M., BARRE TOWN MUNICIPAL OFFICE

---

AROUND THE TABLE DISCUSSIONS

Mr. Harrington asked Mr. Coffrin about an inspection of the Gould Cemetery site and asked to be included in his inspection tour.

Tina Lunt has been invited to the July 24th cemetery commission meeting to discuss the town's policies and procedures for archiving cemetery records. Mr. Harrington asked commission members to submit any questions or concerns so they may be included along with the agenda submitted to Ms. Lunt a week before the meeting.

Mr. Garceau told the commissioners he had found notes about the installation of the flag pole at Maplewood Cemetery in his archives from 23 July 2003. At that time, the American Legion proposed locating a granite tablet in the old fountain. The cemetery had no flag pole but had a bid for \$600 to have one installed. The Veterans of Foreign Wars contributed \$100 to the project, the American Legion contributed \$200, and the Rock of Ages Corporation put in the remaining \$300.

Mr. Violette informed the commission that new open meeting laws effective July 1st would require all public meetings be recorded in an electronic format, either audio or video. The recording would have to be made available to the public on a convenient site such as the town webpage for a thirty day period after the posting of the meeting minutes. Mr. Harrington pointed out the cemetery webpage had draft minutes posted within the five day rule for making the minutes available and asked if the thirty day rule would extend an additional month as the commission does not approve the draft minutes for another month. Mr. Violette said it was certainly possible and details are still being worked out for all postings in anticipation of complying with the laws passed by the Vermont Legislature.

NEXT MEETING

Next meeting set for: July 24, 2024 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 Ms. Labrador. With no further discussion, the motion carried on a voice vote and the meeting adjourned at 8:40 p.m.

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