

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR OCTOBER 24, 2018 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, Robert Benoit, Angela Labrador, and Dwight Harrington attended the meeting, Norman Coates did not. Carl Rogers, town manager, and sexton Dwight Coffrin also attended.

AGENDA CHANGES - ADDITIONS

Details: none this meeting.

APPROVAL OF THE AGENDA

Mr. Harrington made a motion, seconded by Mr. Benoit, 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. Benoit, to approve the minutes of the September 26, 2018 meeting as written. With no further discussion, the motion carried on a voice vote,

QUARTERLY BUDGET REPORT

Mr. Rogers furnished the commission members with printouts of the revenue and expenses within the cemetery budget for the quarter ending September 30. As the budget year is only one quarter old, there should be 75% of the revenues left in the budget. The cemetery revenues show 65% left, the amount is acceptable as the spring of the year is busier in the cemeteries than the fall. The one-time transfer of money from the general fund has not been made, Mr. Rogers makes the transfer at the first of the calendar year to start the budget process for the next fiscal year. Quarterly payments of interest from cemetery fund investments are on schedule. Overall, when only one quarter of the budget year is considered, 74.1% of the revenues are left to be collected.

In calculating expenses, as the cemeteries do not operate year-round, the cemetery year stands at about 50%. Salaries stand at about 64% left, the annual transfer of cemetery funds into the town equipment fund has not yet been made. All other categories of insurance, benefits, and miscellaneous items are within budget. Overall, there is 72% of the budget remaining, an acceptable figure as one half of the cemetery year has passed, and one half of the insurance payments have been made for the year as well.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin reported the flag pole light has been installed at Wilson Cemetery, it is working but needs to be re-aimed at the flag. Mr. Coffrin will take the flags down in the cemetery before winter. The drain pipe replacement has been completed in the driveway at Wilson, the paving will be done to complete the project on Friday. He has sold an additional three lots in Section New B at Wilson and three foundations will be installed on other lots. The crew has aerated the lawns and top seeded and rolled areas not in good condition. There were two interment services at Wilson this month, both cremains. The shrubs at Wilson will be wrapped in burlap in early November to prevent damage done by the local deer herd. Additional tree and shrub trimming will continue, and the leaf removal completed at Wilson. Mr. Coffrin continues to search for privet plugs.

The two cedar shrubs on the Parker lot have been removed and three other shrubs taken off the Ellsworth lots. Mr. Parker agreed to the removal on his lot, the ones on Ellsworth had died off and there have been no signs the graves had been visited this year as there were no flowers or signs of recent plantings. The shrubs were removed under provisions set forth in the cemetery rules and regulations.

The fence painting at Maplewood is suspended for the year, the weather as of late has been too cold to have two days in a row needed to sandblast, paint and prime the fence sections.

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APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: none this meeting.
- B. Niche reservation: Charlene W. Calcagni, niche 12, side A, columbarium 2.
- C. Monuments: Diane, Fred, Marilyn Ford, Lots 165 and 166, Section New B, Wilson  
Don and Lynn Carpenter, Lot 151, Section New B, Wilson
- D. Niche covers: none this meeting.

OLD BUSINESS

- A. 2018 gravestone replacements, five budgeted. Mr. Garceau reported GIV had the gravestones in process. He had reviewed and approved the shop drawings on behalf of the commission and passed them around the table for review. The stones are being done for \$200 each. The finished stones will be delivered to the town's transportation shop for storage until they can be set in the cemetery. The replacements are for Carnes, Morse, Waters, Dudley, and Lawson.
- B. Fire proof file cabinet. Mr. Garceau called the state surplus agency, they told him they receive very few of the fireproof file cabinets, maybe one each year. He also checked at a facility in Burlington, they did not have one of the cabinets either.

NEW BUSINESS

- A. Budget items: commission members and Mr. Coffrin mentioned several items including more shrubs for Wilson Cemetery, miscellaneous tools such as string trimmers, and grub control products. The VFW will be willing to partially finance new flags, Flags for Veterans has found a new US supplier for their flags and will save about 30%.  
  
Mr. Coffrin mentioned the vault doors needed to be sandblasted and painted. Mr. Rogers explained the doors had been included in the five-year building plan but somehow a contractor did some work on them outside the plan's time window. The plan should be re-visited, and the doors included again. Mr. Coffrin said the cemetery already had the paint, the same paint and primer should be used on the doors as is used on the fence at Maplewood.
- B. Suggestions for use of the special projects funds. Mr. Garceau suggested using the funds for more gravestone replacements. The fund contains about \$582 from this year, and a few hundred left over from the 2017 bulk trash day. Mr. Harrington asked about operational items. That list included new LED lights with motion detectors, specialized equipment, or a new roof for the cemetery office at Wilson. After the discussion, Mr. Rogers indicated all those items could be done within regular cemetery budgeting and Mr. Harrington stated he agreed and preferred the special projects funds be spent on something visible within the cemetery. The commission will re-visit the issue in the spring. Ms. Labrador asked about how the funds are accounted for, Mr. Rogers indicated the money is kept in a separate fund.

AROUND THE TABLE DISCUSSIONS

Commission member Joe Coates has not been feeling well as of late, the commission members send him their best wishes.

Mr. Garceau thanked everyone for another successful cemetery year and complimented the commission members for their meeting attendance record. He said the cemeteries looked good this year despite the challenges brought on by the weather.

The Flags for Veterans group has removed the individual grave flags for the season.

NEXT MEETING

Next meeting set for: April 24, 2019 at 6:30 p.m.  
Place: Room 3, Barre Town Municipal Office, Websterville.

MOTION TO ADJOURN

Mr. Garceau made a motion to adjourn, seconded by Mr. Benoit. The motion carried on a voice vote and the meeting adjourned at 7:13 p.m.

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