

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR SEPTEMBER 25, 2019 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, Norman Coates, Robert Benoit, Angela Labrador, and Dwight Harrington in attendance. Carl Rogers, town manager, and sexton Dwight Coffrin also attended.

AGENDA CHANGES - ADDITIONS

Details: none this meeting.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES

Mr. Coates made a motion, seconded by Mr. Garceau, to approve the minutes of the August 28, 2019 meeting as written. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

The town manager Rogers presented a summary of the cemetery commission budget year. He had mentioned in the report generated and presented during the August meeting that not all the wages had been updated. In this budget report, Mr. Rogers said the accounts for wages and social security are now up to date and the cemetery year ended with a \$17,000 surplus. Expenses finished the year with a surplus, but a few categories went over such as other supplies including concrete, plywood, seed, etc. Another account that finished over budget was miscellaneous expenses and the purchase of flags for Flags for Veterans and the cemeteries. One other item not budgeted was the fireproof file cabinet, a \$350 item.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin provided a handout showing recent activities at the cemeteries. The new maple tree has been planted at Maplewood and the privet hedges planted at Wilson. The hedges have re-rooted well and new growth has begun. The crew has been trimming the other hedges and shrubs around the cemetery. Mr. Coffrin contacted Randy Pickell concerning the health of the maple trees near the Wilson vault, but he has yet to assess them. Layout and design issues within Wilson's New Sections A and B have been worked out. An additional 400 pins will be necessary to complete the new section layouts at an approximate cost of \$1,650.00. The crew has repaired two water breaks at Wilson Cemetery, the old plastic pipe is beginning to show its age. Also, at Wilson, the Booe monument will have to be removed and the foundation investigated. The foundation is only about ten years old, but the monument is beginning to tip. Mr. Dennis Beaudin will assist cemetery personnel in the removal and resetting of the monument. The lawn between Websterville Road and the columbaria units has been hand sprayed with a broadleaf weed killer, preliminary results point to a much greener and healthier lawn next spring. At Maplewood Cemetery, three more sections of the old fence have been sandblasted, primed, and painted, work will continue as weather permits. There are four interments scheduled over the remainder of September and two more scheduled in the first week of October. There have been no new lot sales, however, there are two prospective buyers.

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: Francis M. and Mary H. McFaun, Lot 37-1/2 in Section South2, Maplewood, 10'x7'
Alan G. and Suzanne Y. Clark, Lot 134 in New Section B, Wilson, 10'x8'
- B. Niche reservation: none this meeting.
- C. Monuments: Gage and Phalen, Lot 127, Section G, Wilson
- D. Niche covers: Don and Judie Mugford, Niche A3, Columbarium 2

OLD BUSINESS

- A. Bulk trash recap. The day turned out to be an average event, or perhaps a bit slow, with 148 loads collected. The cemetery commission received \$446 in donations.
- B. More stones down in the cemetery: Mr. Harrington distributed a handout showing monuments in question throughout the historic sections of the town's three cemeteries. He said that overall, they were in good condition with only two, Bean and Lawson in the Maplewood Cemetery that should be replaced in the next round of stone replacements. The monuments found on the ground appear to be repairable.

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- C. Previous lot layout drawing for Wilson Cemetery, misplaced: Town Manager Rogers recovered a copy of the drawing through his contacts with Chase and Chase Surveyors. The original drawing had been done by Grever and Ward, Cemetery Planners, in 1977. The drawing does show a layout for the entire strip of lots in the "New Section." Mr. Rogers handed out copies of the drawings provided by Chase and Chase to the commission members.
- D. Survey request, Wilson, New Section C: Mr. Harrington distributed copies of three possible layout schemes for the New Section C in Wilson Cemetery. He described the notes as presented on the drawings that provide the information and control of work for the project. There will be four corner concrete monuments to mark the area, the exterior of the layout boxes will be pinned by the surveyors, and the town will provide the pins needed to do the work. The notes also describe the products provided by the surveyor back to the town in paper and electronic formats. The three options included Option 1, continue the layout footprints already begun within New Sections A and B. Option 1a uses the same footprints but allows for minor adjustments to the lots to gain access to all the lots for cemetery equipment as worked out by the cemetery sexton, Mr. Coffrin. Option 2 eliminates the sections with the inaccessible center lots altogether and relies on the "U" shaped footprint exclusively. Mr. Harrington commented this option would probably lead to too many hedge rows that would bring many more maintenance requirements. He asked the commission members to take the layouts home and visit the Wilson Cemetery during the month and select their choice for the option to use. The commission could then select and approve a design and survey request that could be made available to the town manager for proposals from interested survey firms over the winter and an item that could be put in the proposed town budget for next year. Mr. Coffrin offered to assist in the cemetery visits.
- E. Metal detector for cemetery department: Mr. Coffrin selected a Garrett metal detector for use in the cemetery. The purchase price is currently \$301.71. Rather than wait for a budget request, Mr. Garceau made a motion to allow Mr. Coffrin to purchase a metal detector, not to exceed \$375, at this time. Mr. Coates seconded the motion. With no further discussion, the motion passed on a voice vote. Mr. Garceau inquired about the security of storing the detector in the cemetery garage, Mr. Coffrin will address that issue.
- F. Condition of maple trees near Wilson Cemetery vault: as noted in the sexton's report, Mr. Coffrin has been in contact with Mr. Pickell concerning the trees but has not received any recommendations as of this meeting. Mr. Garceau said only one of the trees was in poor shape, the others could be trimmed. The commissioners agreed the trees did need attention and would rather see them selectively trimmed rather than removed. The issue was tabled until the next commission meeting. Mr. Roger pointed out that autumn was a poor time to be doing tree maintenance as the trees healed slower at this time of year.

NEW BUSINESS

- A. None this meeting.

AROUND THE TABLE DISCUSSIONS

Mr. Garceau noted the previously approved price increases within the cemeteries would go into effect on October 1st. He asked about the effects on the amount withheld for future columbaria construction, Mr. Rogers said he believed the commission had set a percentage of the niche fee rather than a set dollar amount. Mr. Garceau would review the minutes from past meetings to verify the commission had in fact set a percentage. Mr. Garceau also commended Mr. Coffrin on the appearance of the cemeteries.

NEXT MEETING

Next meeting set for: October 23, 2019 at 6:30 p.m.
Place: Room 3, Barre Town Municipal Office, Websterville.

MOTION TO ADJOURN

Mr. Coates made a motion to adjourn, seconded by Mr. Garceau. The motion carried on a voice vote and the meeting adjourned at 8:00 p.m.

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