

BARRE TOWN CEMETERY COMMISSION
MINUTES FOR AUGUST 28, 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. Benoit, 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 Ms. Labrador, to approve the minutes of the July 24, 2019 meeting as written. Mr. Garceau pointed out the minutes contained an item stating "two foundations approved" should have read "two monuments approved." 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. Revenues exceeded the budgeted amount. The report had a section concerning interest that showed zero dollars, Mr. Rogers explained the account to be a hold over, and this account transferred money to the cemetery but is actually supposed to go to the cemetery trust fund. The account has been renumbered to make the change and the interest account appears in a subsequent portion of the report. In the expense section of the report, the amount shown as payroll appeared artificially high as not all funds have been posted through 30 June at this time. The amount will be adjusted once these postings have been made. Other categories under expenses and encumbrance appear in line with the budget.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin reported two interments of cremains scheduled in the next few days. Two lots have been sold, two graves each. More old shrubbery has been removed at the entrance to Wilson Cemetery and the site made ready for the installation of more privet hedge. The new shrubs have been picked up along with the new maple tree to be planted at Maplewood Cemetery. He plans to have the plantings done within a week. Mr. Coffrin, along with assistance from Mr. Harrington, has finished placing corner pins on the lots in New Section B of Wilson. The crew continues to mow and trim, the trimming of the shrubbery will begin the first week of September. Mr. Coffrin said the crew has not yet had the opportunity to install the replacement monuments, but there is still time to do the work this year. Work has not yet begun on the fence around Maplewood at this time, but will be starting soon. The goal for the year is to finish the fence facing Farwell Street.

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds: none this meeting.
- B. Niche reservation: none this meeting.
- C. Monuments: none this meeting.
- D. Niche covers: none this meeting.

OLD BUSINESS

- A. Vault door repair and repainting update: Mr. Coffrin reported Henri Dessureau will sandblast the vault door once the commission is ready for him to do the work, he estimated the work to cost \$250 or less. Mr. Coates made a motion to appropriate funds not to exceed \$250 to do the work, seconded by Mr. Garceau. With no further discussion, the motion passed on a voice vote.
- B. More stones down in the cemetery: Mr. Harrington reported a few stones had fallen this year, most could be repaired. The Freeman stone on the Jabez Dexter lot in Maplewood Cemetery is in poor condition and should be replaced. He had been working on a spreadsheet showing his findings, but did not have it for the meeting. The issue was tabled until next month, Mr. Harrington will present his documentation then.
- C. Bulk trash day: the selectman have approved the cemetery commission's sponsorship of bulk trash day to be held on 21 September. Mr. Garceau asked commission members to attend if they were available.

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- D. Selectman and price increase for lots: the select board has approved the increase in lot fees, effective on 1 October. The commission had previously approved fee increases in services, those increases will also become effective on 1 October. The increases will be posted on the town's webpage as well as on the bulletin board at the town offices.

NEW BUSINESS

- A. Layout of the new sections: Mr. Coffrin and Mr. Harrington discussed the lot layout scheme used in New Section A and New Section B in Wilson Cemetery. One footprint of lots results in a 10' by 12' lot becoming inaccessible after the installation of monuments around it making it unsuitable for burials. At the current layout of the cemetery, there are four of these lots in existence. Commission members could abandon the use of this footprint in future layouts, use the existing lots for additional plantings, designate these lots for use by clients furnishing their own columbaria units, or for cremations only. Mr. Rogers recalled seeing a plan that had the ultimate build out of Wilson Cemetery including plantings, which, if found, could be used to determine future layouts in the cemetery. Mr. Coffrin will search for the plan and present it at the next commission meeting if he can find it.
- B. Proposed budget items for professional surveyor and metal detector: Mr. Harrington presented a sample survey request that might be used to solicit the services of a professional surveyor to lay out New Section C at Wilson Cemetery. The services would have to be a separate budget item and put out to bid. A survey request would have to be approved by the commission this fall for work to be done next year as part of the 2020 – 2021 budget year. The sample included a section made of six individual blocks of lots, each block measuring 24' by 77' and contain a planting aisle. The request showed lot layouts and listed requirements for the surveyor and the work as well as finished products required. Mr. Rogers would begin preliminary discussions with a local survey firm to determine a generic cost to do the work on the sample. Mr. Coffrin said the layout of the blocks works within the cemetery. Mr. Harrington made a motion to explore the layout and survey request to lay out New Section C to be used to create a budget request for work to be done next budget year. Mr. Coates seconded the motion and with no further discussion, the motion passed on a voice vote.

Also included in the new business item is a separate budget request for a metal detector to be used in the cemetery. Mr. Harrington said the detector he borrowed from his work, a survey grade detector, could be purchased for about \$800 from an internet firm. Mr. Coffrin said he had used other types of detectors in the past, he would spec out a model that would serve the cemetery needs and present his findings to the commission next meeting.

- C. Homework: Tree inspection near vault: Mr. Harrington asked the commission members to visit the stand of maple trees by the Wilson Cemetery vault. During a recent shade break, he saw several dead limbs in the trees as well as other age issues. The weakened trees could become an insurance issue, he said, perhaps falling on nearby monuments or the roof of the vault. He asked the commission to review the trees and determine a course of action. Perhaps the trees could be saved, maybe they could be serviced rather than removed. Referencing the pavement fund kept in the cemetery budget, Mr. Harrington suggested setting aside money to deal with the tree issues should eventual removal be the course of action. The commission agreed the issues could be discussed with a local tree service, or perhaps an arborist could be hired to do a professional assessment. Commission members will bring their comments to the next meeting.

AROUND THE TABLE DISCUSSIONS

None this meeting.

NEXT MEETING

Next meeting set for: September 25, 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 7:40 p.m.

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