

BARRE TOWN CEMETERY COMMISSION  
MINUTES FOR APRIL 22, 2020 MEETING  
HOME BASED CONFERENCE CALL

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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 participated. Carl Rogers, town manager, and sexton Dwight Coffrin also participated.

AGENDA CHANGES - ADDITIONS

Details: none proposed this meeting.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES

Ms. Labrador made a motion, seconded by Mr. Benoit, to approve the minutes of the October 23, 2019 meeting as written. With no further discussion, the motion carried on a voice vote.

QUARTERLY BUDGET REPORT

Town Manager Rogers did not have a prepared report to share, but indicated the budget so far this fiscal year appeared okay and there had been a few sales. Due to current circumstances, two members of the recreation department would be assisting in the cemeteries once they opened up, the time for their work would be charged to the cemetery budget account. So far, work has been delayed.

RECEIVE GUESTS

None this meeting.

SEXTON REPORT

Mr. Coffrin said the funeral directors had begun to call to arrange services, three have been confirmed so far. The first, on 11 May would be for the family only, those scheduled for 15 May and 16 May will be private services. The schedule had called for Mr. Coffrin to return from winter shutdown on 20 April, he requested a postponement until the first week of May. He pointed out that the grass had not begun to grow due to weather conditions and other chores would take more than one person to complete. The burlap could remain on the shrubbery at this time. Mr. Coffrin noted the poor condition of some of the cedars in the cemetery and recommended their removal. He said he normally attempted to contact lot owners before removing landscaping from lots, but the commission members reminded him the cemetery rules and regulations allowed him to remove items in poor condition from the cemetery at his discretion.

APPROVAL OF DEEDS AND MONUMENTS

- A. Deeds:
  - Bryan G. and Amy P. White, Wilson, Section E, Lot 141-N, 10 x 8, 22 April 2020
- B. Niche reservation:
  - Earl and Adrienne Rudd: Columbarium 2, Side A, Niche 5, 22 April 2020
  - Donald J. and Anita P. Murray, Sr.: Columbarium 4, Side B, Niche 16, 22 April 2020
  - Donald J. and Anita P. Murray, Sr.: Columbarium 4, Side B, Niche 17, 22 April 2020
- C. Monuments: none this meeting.
- D. Niche covers: none this meeting.

The deed and niche reservations had been furnished to the commission members as attachments to the agenda for their review and comment. Mr. Garceau made a motion to approve the deed and niche reservations as presented, Ms. Labrador seconded the motion. With no further discussion, the motion passed on a voice vote. Commission members will sign the documents at the first in-person meeting held this calendar year for inclusion in the cemetery deed book in the town clerk's office. Until then, the inclusion of the approvals in these minutes act as official transfer of the lot and niche rights.

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OLD BUSINESS

- A. Maple trees at Wilson Cemetery: a budget issue is on the ballot for consideration of the voters on 2 June, item tabled until after the town meeting.
- B. Survey request for Wilson Cemetery, New Section C: a budget issue is on the ballot for consideration of the voters on 2 June, item tabled until after the town meeting.

NEW BUSINESS

- A. Mr. Norman "Joe" Coates has resigned his seat on the cemetery commission due to health concerns. Mr. Garceau suggested he receive a letter of appreciation from the town to cover not only his service on the commission, but his volunteer time at the lawn waste drop-off site and at bulk trash day. He made a motion to ask the town to prepare the letter for his signature as commission chair to honor Mr. Coates' service to the town. Mr. Harrington seconded the motion and with no further discussion, the motion carried on a voice vote. Mr. Benoit also mentioned Mr. Coates' service to the country. Mr. Garceau reminded commission members if they knew someone who could serve on the commission, they should pass the individual's name to Town Manager Rogers.
- B. Development of a policy for conducting cemetery business during the Governor's COVID-19 Executive Order or other similar emergencies. Town Manager Rogers had provided a draft copy of the work rules to the commission members in advance of the meeting for their review and comment. During the discussions, Mr. Coffrin said that once adopted, he would pass them on to the local funeral directors and to those outside the area on an as needed basis. Burial services should be for ten or less individuals and for the family only. The sexton is on standby a distance away from the service in case the funeral director needs him. Mr. Rogers added the 100 foot separation distance for the cemetery crew to ensure proper distancing, but the crew is not normally in the area during services. Funeral directors will have to wear masks in the cemetery as they come into close contact with cemetery workers and each other. Outside activities such as sandblasting will not be allowed to further limit the number of people in the cemetery and contact with cemetery employees. The wording in the third "whereas" statement will be changed from funeral to burial service / interment. There will be no services held over Memorial Day to limit the number of people visiting the cemetery over that period and to help with the privacy of those visiting family plots. The cemetery crew will be able to cut the grass as needed, they will, however, have to follow protocol and clean and disinfect the machinery three times per day. Mr. Garceau made the motion to adopt the COVID-19 work policy with the third whereas clause changed, the motion seconded by Mr. Benoit. With no further discussions, the motion passed on a voice vote.

AROUND THE TABLE DISCUSSIONS

Mr. Harrington mentioned the Old Cemetery meeting scheduled for May had been postponed.

Mr. Rogers outlined the rules for the upcoming Australian ballot meeting to be held on 2 June to resolve the town budget. The open meeting scheduled for 27 May has been canceled, four issues from that meeting have been transferred to the Australian ballot meeting. Voters must request a paper ballot from the town clerk, fill it out, and return by mail or drop-off box at the town office. There will also be a drive through polling place at the town garage on election day, voters can pass through, pull off to vote, and drop the finished ballot in the box provided.

Bulk trash collection has been postponed until 13 June.

The schedule for flags out as performed by Flags for Veterans has not been determined.

NEXT MEETING

Next meeting set for: May 27, 2020 at 6:30 p.m.

Tentative location: Room 3, Barre Town Municipal Office, Websterville.

MOTION TO ADJOURN

Mr. Benoit made a motion to adjourn, seconded by Mr. Garceau. 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