

Charlotte Cemetery Commission Meeting
May 19, 2016 11:30am – 1:00pm
Town Hall

APPROVED June 2, 2016

MINUTES

Participants: Cemetery Commissioners Cheryl Walker and Linda Hamilton; former Commissioner Stephen Brooks.

Minutes of the May 5, 2016 meeting were approved as drafted. Linda will arrange for the approved minutes to be posted to the Cemetery Commission page of Town website.

May 10 meeting with Town Auditors

Viki, Cheryl and Linda requested guidance from Town Auditors Jenny Cole, Peter Trono and Jason Pidgeon on how the 2015 town policy on purchase of goods and services applies to CemCom. They could only provide general guidance at this time, since they themselves are still unclear on some points. CemCom will consult further with Town Administrator Dean Bloch and Town Clerk Mary Mead.

The Auditors did confirm that CemCom fiscal report for FY16 will be due to them in October, with a brief narrative. This same report can be used as part of the CemCom budget proposal for FY17, due to Selectboard in early December.

Auditors thanked the Commissioners for their willingness to serve the Town in this way, and offered general comments and suggestions regarding cemeteries and their maintenance. They particularly encouraged Commissioners to network and learn from other towns. This meeting provided an opportunity for Auditors and Commissioners to become acquainted, and to establish a congenial working relationship.

Clarification of paperwork required when hiring

Cheryl will double check this with Dean Bloch, but her email exchange with him to this point indicates that the "hold harmless" form is sufficient for casual labor, e.g. incidental yard work and simple monument repair. All other work, including tree work, requires a certificate of insurance.

Mowing contracted by the Town with Dale Knowles

Despite direct requests from Linda, Viki and Stephen to meet with Stephen prior to any cemetery mowing in order to review the particular sensitivities of headstones and how to avoid damaging them, Dale has not done so. He has now mowed West Burying Ground twice without this orientation, and we are concerned that this lack of cooperation may well result in harm. We have asked Stephen to monitor the situation as closely as he can, and keep trying to talk with Dale. Town Administrator Dean Bloch and Selectboard Chair Lane Morrison have been alerted to our concerns.

Inventory of CemCom equipment and supplies

Stephen provided the following list of items, for which he is currently the steward: 2 wheelbarrows; 4 shovels; 4 rakes; 2 pickaxes; 1 tamper; 1 steel pinch bar; 8 planed 4x4s; 1 lifting tripod; 8 Bessey cam-ratchet C-clamps; 3 wooden tables; 1 wooden bench; a small supply of epoxy, fixer and color powders; 1 gas Stihl F5 90R weed whacker (purchased new in 2015 for \$345; 1 gas Echo PFH70 BT leaf blower (purchased new in 2014 for \$288).

Networking with other cemeteries

Cheryl is setting up conversations or meetings with Diane Leary (Secretary of the Vermont Old Cemetery Association), Stuart Morrow (Shelburne cemetery), and Tyler and Paul Lawrence (Grandview Cemetery in Charlotte) to explore common interests.

The Vermont Old Cemetery Association is meeting June 15 and Viki will be asked if she wishes to participate.

Signs for East and West Burying Grounds

These have been prepared (in consultation with Charlotte Historic Society), and are ready for installation. Through a generous donation from Stephen Brooks, they will be installed before the end of June. Thank you, Stephen!

Cemetery tour

Due to Viki's illness and Cheryl's unexpected travel, the May 15 tour of East and West Burying Grounds was cancelled. It will be rescheduled for the earliest convenient Saturday or Sunday in June or July.

June meetings

CemCom will meet June 2, 16 and 30 in Town Hall, 11:30-1:00. Linda will post tentative agendas.

Respectfully submitted,
Linda S. Hamilton
Secretary