

Town of Reading Vermont
Cemetery Commission Meeting Minutes
Approved
26 August 2015; 7 pm
Reading Town Hall

Current Commissioners - all in attendance

Adam Kozlowski (Chair), Kevin Kaija, Susan Goodhouse

Guests: Calista Brennan, Esther Allen

Meeting called to order at 7:07 pm by chair, Adam.

Changes to the agenda made: 1) request to change the meeting time and 2) Mary Caroline Orr

Review and approve previous two meetings' minutes (6/24/2015 & 7/22/2015). Kevin made a motion to approve both sets of minutes; Susan seconded. Motion approved.

Follow-up on actions identified during previous meeting

Records/Admin related items:

- **William Bijlefeld:** status of issuing new Lot Letter to family. Susan has met with Mrs. Bijlefeld to go over the new lot letter explaining the change in the lot number.
- **Patricia Barton:** status of Death Certificate with state/Greg Camp. Still pending. Per Calista call to Greg this has had to go to the probate court to change the cemetery name on the death certificate because of the delay in time.
- **Kevin Kaija** picked out the cremation plot numbers that he purchased in May. This will be D235, D236, D263, D264, D291, and D292. Lot letters will be created for record. Discussion was held regarding the fact that this area is actually not "cleared" at this time. It is recommended by the commission that no more lots be sold in the uncleared area.
- **Brooks** bequest for \$2000; is there a remaining obligation? There are no remaining funds in this bequest per Calista. Adam will draft a letter to the Mathews family stating this.
- **Corbin** Lots: #B35 & #B36 - cornerstones need to be moved from the old lot # A113 to new frame the outer corners of their new lots. According to purchase records there should be 4 stones there; Adam will see if he can find all 4.
- **Howard Hickey** lot # A114- Adam received a call from Holden Memorials in Rutland who will be installing a headstone for Howard on this lot. Adam will mark the appropriate location and notify Holdens.
- **Barton lot # A110** - Ed has bought cornerstones for the lot and will be getting a headstone. He also wants to purchase lot # A 111. A111 is available for sale so we will sell it to him at our current price of \$475 minus the cost of stones \$125 {Adam will confirm this with Ed}; net cost will be \$350; \$250 will go into perpetual care funds and \$100 will go into the maintenance account. A lot letter will be prepared based on this pricing for him. We are doing this because the Cemetery Commission never purchased the corner stones on the previous sale of A110.
- **Mary Caroline Orr** – Town records were modified to record the internment of Mary's ashes at the time of Mrs. Sterling's burial in Spear Cemetery earlier this June. Mary's ashes were buried above/vertical to Ms. Sterlings.

Maintenance related items:

- Update on Weld Cemetery work by David Appleton. Adam reported that Dave will finish up this work in 2 - 3 weeks. It was noted that some of the trees from the Newhall side of the wall came down, they have been cleaned up at their expense, but it is reported that some stones were

damaged in the incident. Clarification of what stones were damaged is needed; are they grave stones or stone wall?

- Authorized payment to Tammy Allen of invoice for August mowing. Invoice has been paid per Calista.
- Budget Report - Calista presented the current statement of accounts. Balance as of 8/6 is \$10,280.53 in maintenance fund. \$5,000 reserved funds for Spear Cemetery is also available. Calista is also going back to reconcile the perpetual care and Loveland Trust accounts.

New business

Maintenance repair related items:

- Workday at Swain, 9am – 12pm, announcement & discussion of logistics. Article regarding this will be in the September Informer. We need to draft a signup sheet for helpers that states we are held harmless for injuries. This record should be kept on file at the Town Office afterwards. Susan thinks that Sharon Harkins has a stash of the old T-shirts. She will get them and we'll use them for give-a-ways at the workday. We will charge \$10 for anyone that just wants to purchase one.
- Review inventory of town cemetery work to be done, timetable, and budget considerations
- Planning with regards to \$5000 John Gerstmayr donation for Spear Cemetery
Adam and Susan met with John on 8/15 to review the project. John's priorities are 1) stone repair 2) gate in entry 3) SPEAR sign. The trees there are an immediate issue and the stones have significant damage. Adam took extensive photos of the cemetery and put into our Cloud.

Action Items:

Susan is meeting with Springfield Fence on 8/27 to get a quote for a gate design. Current entryway is 9'. We need to make sure that equipment large and small can still get into the cemetery.

Adam is going to contact Dave Appleton to see if he can move from the Weld job to the Spear job to get the trees cleared up.

Kevin will contact the Hartford Tech Center and the Howard Dean Center to see if and what the price would be for these schools to make signs for each cemetery that could be installed. The signs will have the name and date started.

There are 24 stones there that need repair and repairs cost \$300 per stone = \$7,200. Members decided to repair at least 10 these at a cost of \$3,000. When we get pricing for the gate and sign we'll see if more stones can be repaired.

- Members gave approval to purchase a ground probe at Home Depot for \$20. Adam will e-mail the item # to Calista and she will order under the Town's account. We'll try to find a "spot" where it can be kept and be available to all commissioners when needed.

It was suggested that a box be mounted at each location to hold a write up of the history of the cemetery.

Records/Admin related items:

- Review pricing of vault plots and corner stones. Members reviewed the pricing worksheet from Adam for area cemeteries. Motion was made by Kevin that the cost of a burial plot will be \$600 plus the current cost of 4 cornerstones; \$360 will go into the perpetual care account and \$240 will go into the maintenance account. Susan seconded. Motion carried.
- Cornerstones: Adam presented pricing from vendors;
Twin State - \$150 for 4, lettered and installed. These are grey granite stones.
Austin Memorial - \$155 for 4 lettered plus \$85 for installation = \$240
Kevin made a motion that we use Twin State; Susan seconded. Motion carried.

Annually a contract will be established for the cost of the cornerstones. Pricing will be updated on the Town's website.

- Change of meeting time: Members agreed to move the meeting time to 6 p.m. on the fourth Wednesday of each month at the Town Office.

Items tabled:

- Discussion of adding cremation remains to full burial plots – postpone to winter
- Review of Readings Cemetery Bylaws; identify any updates needed – postpone until winter

Kevin made motion to adjourn at 8:32; Susan seconded. Motion carried. Next meeting date is:

September 23, 2015 at 6 p.m. Reading Town Office.