

Draft : Brookline Vermont Cemetery Commissioners Meeting
Thursday November 1, 2018 7:00 PM Town Hall

- 1) **Call the meeting to order:**
Cynthia Nau called the meeting to order at 7:10 PM
Commissioners present: Cynthia Nau, Howard Osgood, Douglas Wellman and Dorothy Maggio. (no others)
- 2) **Review Agenda**
Change item 4C from Elect to Appoint
- 3) **Review and Approve minutes from April 19, 2016**
Doug Wellman moved to accept the minutes, Seconded by Dot Maggio. The motion passed unanimously.
- 4) **Reorganization**
Dot Maggio moved to appoint Cynthia Nau as Chair. Seconded by Doug Wellman. The motion was approved unanimously.
Cynthia Nau moved to appoint Dot Maggio as Clerk. Seconded by Howard Osgood. The motion was approved unanimously.
Dot Maggio moved to appoint Howard Osgood as Sexton. Cynthia Nau seconded the motion. The motion was approved unanimously.
The commissioners reviewed the handout on the roles and responsibilities of cemetery commissioners.
- 5) **Bylaws- Review and Update**
Each member present was given a photocopy of the bylaws dated April 17, 1897 as attested by the then town clerk V. W. Ranney. A photocopy of Newfane regulations governing their antique cemeteries as well as the rules and regulations of Townshend's Cemetery Commission. It was decided that any changes to the Brookline bylaws be done at a later meeting so that everyone has a chance to read and review what is currently in the books.
- 6) **Regulations and Procedures**
The Sexton should hand in any and all Burial Transit Permits during the first week of the month following any interment.
- 7) **Selling plots at Riverside Cemetery**
There have not been any recent purchases of cemetery plots. Resident Sally Fegley asked about the protocol of selling her two plots. The town will not buy back any plots, but it is possible to donate a deed back to the town. It was discussed to have a "list" of residents or plot owners who were interested in selling their plots available. Cynthia Nau

also has extra plots that she may wish to sell as well. It was decided that a more informed discussion on developing a policy for such resale of a deed at Riverside Cemetery be held at the next meeting.

8) Riverside Cemetery - Lack of street side fence

Doug Wellman reminded the commissioners that a special article asking for money to install a new fence at a town meeting about 15 years ago was defeated. It was decided not to address fencing at this time.

9) Winter Snow Plowing concerns

It was decided to send resident Steven Chabot a letter asking him to refrain from moving more than a car's length of snow from his driveway to the front of the cemetery. In the past he has plowed up too much snow. The letter should ask that the snow be plowed from the street back into his property at the end of the drive.

10) Rubbish Removal

One rubbish barrel is at the cemetery and it gets filled with old plants, dirt, pots etc and never emptied unless Howard Osgood picks it up and brings it to his burn pile. It was decided to address this with Tom Bloom Enterprises as a regular part of the cemetery maintenance that he and his crew does with the grass. Howard offered to empty the current trash barrel before it snows.

11) Cemetery Maps

Cynthia Nau and Dot Maggio have already spent about 5 hours together organizing the old deeds and reviewing the plot maps. Two copies of the old map were made recently so that they can be written on during the update without any concerns for damaging a historical document. It is hoped that one map can be developed and stored at town hall that is completely current and accurate as to which plots are owned, used or vacant at Riverside Cemetery.

12) Fence Line Brush

The commissioners discussed the brush growing along the fence lines. Each of the three fence sides is owned by a different resident and each is in various stages of decline and in need of repair and/or brush removal. It was decided that this concern be added to the agenda of the next meeting in early spring.

13) Contract for Seasonal mowing

Currently the Riverside Cemetery is being maintained on a schedule during the growing season by Tom Bloom Enterprises. The cost for mowing / weed whacking is \$90 per session. It was noted that this was a very good price for the service. A current signed contract could not be found. It was decided that a formal contract be written for the 2019 growing season. Debris removal should be added as part of the responsibilities. There was discussion about advertising the cemetery seasonal maintenance contract in the spring. This will be discussed at the next meeting.

14) Budget - Assets / Expenses / Cost of Plots

Currently each deeded plot cost \$200 to purchase. Dot Maggio asked about increasing the price of a plot. Cynthia Nau said she would find out the price of cemetery plots in area towns and would bring that information to the next meeting.

Except for mowing and the occasional order of memorial flags, there have been no additional expenditures at the Riverside Cemetery.

There was a discussion about interpreting the balance sheet for funds available printout dated 10/31/18. Dot Maggio said she would sit with the Treasurer and go over the fund balance sheet. Dot will bring that information to the next meeting.

15) Set Agenda for the next meeting.

The next meeting of the Cemetery Commissioners will be warned for early March 2019 after Town Meeting is held. It was noted that Doug Wellman's term is up in 2019. Items for the next agenda shall include

- A. Reorganization if necessary
- B. Bylaw review and Update
- C. Policy development for the resale of plots by residents/land owners or donation of said plot back to the cemetery.
- D. Updated Cemetery Map progress - How many plots will never be used?
- E. Plan for removing excess brush along the fence lines surrounding the cemetery
- F. Develop a written contract for the cemetery lawn maintenance including refuse removal.
- G. Discuss the price associated with purchasing a cemetery plot. Currently \$200
- H. Review cemetery fund balance - update expenses and assets
- I. Any other item that is brought before the commissioners

16. Adjournment

Dorothy Maggio motioned to adjourn the meeting. Doug Wellman seconded the motion. All were in favor. The meeting was adjourned at 8:33 PM.

Submitted by Dorothy Maggio
November 5, 2018