

FINAL

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Tuesday, July 09, 2019
City Hall – West Meeting Room
5:00 p.m.**

MEMBERS PRESENT: Susan Painter, David Muzzy, Fran Hanchett, Caitlyn Hauke, Antonio Palazzo

MEMBERS ABSENT: None

STAFF PRESENT: James Donison – Public Works Director

GUESTS: Pat McCarthy-Rickers Funeral Home, Judith Busch

I. CALL TO ORDER

The meeting was called to order at 5:00 PM by Chair Susan Painter.

II. APPROVAL OF MINUTES

A. JUNE 11, 2019

*David Muzzy MOVED to approve the June 11, 2019 Minutes as amended.
Seconded by Fran Hanchett.*

Amendments: Page 3 Line 1 and Line 5 Remove ‘Column Burials’ and Add ‘Columbarium’. Page 3 Line 15 Add ‘in School Street Cemetery’ after stones.

**The MOTION was approved (4-0-1). Mr. Palazzo abstained.*

B. SPECIAL MEETING JUNE 5, 2019

*David Muzzy MOVED to approve the June 5, 2019 Minutes as amended.
Seconded by Fran Hanchett.*

AMENDMENTS: Page 1 Line 34 Add ‘a line item of’ before \$5,000. Page 2 Line 8 Add ‘Public Works estimated’ before ‘there was \$10,000’.

**The MOTION was approved (4-0-1). Mr. Palazzo abstained.*

III. DISCUSSION ITEMS

The Chair asked Mr. Palazzo to speak to his comments regarding the business discussed at the June 11th meeting. One of his concerns pertains to the budget and the amount of money intended to be spent on monument repair. He expressed concern that the buildings and fences are not going to be repaired adequately if that much of the budget is spent on stones and monument repair. He would like to see more emphasis on infant graves in Lebanon cemeteries. He also discussed the Glenwood Cemetery Fountain.

A. REVIEW 2019 CEMETERY MAINTENANCE PROJECTS

1. Clarify Public Works Cemetery Projects

Chair Painter and Mr. Donison discussed a list of projects that she summarized.

- Fence repair at Mascoma and Cole Cemeteries.
- School Street roof repair and possible foundation work

- The gate at School Street Cemetery
- Building repair and a new shed at Sacred Heart Cemetery
- Grass improvement at cemeteries
- The Fountain at Glenwood Cemetery
- Painting the fence at School Street Cemetery

Mr. Palazzo asked about the swampy area by the infant cemetery at Glenwood. Some of the members believe it has improved since Spring.

Public Works listed additional projects they will work on when they are not doing the lawn maintenance.

2. BCT Projects

- Discuss Monument Maintenance and Quotes

Mr. Donison presented quotes from several contractors that do cemetery monument maintenance. The Board reviewed how the different contractors do the repairs, such as using epoxy and adding stainless angle irons to provide additional support beyond the epoxy. Leaning monuments would be straightened, leveled in an upright position, and cleaned. The contractors provided references. The quotes ranged for approximately 100 to 145 stones.

- Clarify Section to Address

The Board plans to do one high visible section of the School Street Cemetery. They intend to focus on one cemetery for the first year. They discussed possible areas to repair in future years.

Paving repairs and sinking graves were discussed. The new sexton may take responsibility for the process of adding Green Burials to cemeteries. They discussed doing additional landscaping, soil improvement and cleaning the infant cemeteries.

Ms. Hanchett MOVED to spend \$25,000 on School Street Cemetery for monumentation improvement and maintenance.

Seconded by Mr. Muzzy.

****The MOTION was approved (5-0).***

- Notifications for Repairs

The members discussed how cemetery lot owners would be notified regarding the repairs. The City will place a notice in the newspaper before the work begins, to allow owners 30 days to request that no work is performed on a specific grave. Mr. Donison will place the notice within the next 10 days. He will also contact the contractors with a goal of getting the work completed by November. The Board will allow Mr. Donison to select the contractor after he has additional discussions with the preferred contractors.

B. 2020 BUDGET YEAR

1. Discuss possible projects for 2020

There are seven line items in the budget and the budget has to remain within the total bottom line of the budget. Mr. Donison reviewed the current budget and expenses for 2019. He determined the current budget was adequately written last year. The big items are maintenance, materials, and services, such as contracted work. The budget increase has to remain within 3.5% of the current budget. Their discussion resulted in approximately \$55,000 for the operating budget in 2020. In any given year, if there is a one-time capital improvement plan that is more than \$50,000, a Capital Improvement Plan will be submitted

by June. If a project is less than \$50,000, it can be highlighted in the operating budget and the Council would determine if the project would be supported.

2. Address the ratio of funds from lot sales directed to perpetual funds

Chair Painter addressed the need to change the distribution of funds raised for perpetual funds. They intend to set up a new account for 2020. Mr. Donison and the Board will work with Finance to split up the funds that go into perpetual care from the sale of lots. This will be revisited before the new budget year.

C. BUILDOUT, CAPACITY AND LOTS AVAILABLE FOR EACH CEMETERY

The members received a list of cemetery lots that are available. There is also land in the cemeteries that has not been developed into lots. The City may have additional land that could be developed into cemeteries in the future. The Board would like a map of the lots in each of the cemeteries to determine where there is space and how it should be used.

IV. OTHER BUSINESS/FUTURE AGENDA ITEMS

Chair Painter asked about improving the parking and entrance to Pine Tree Cemetery. Public Works will look at the improvements that can be made that require limited finances. They may consider moving the kiosk.

There is a Green Burial meeting on the upcoming weekend from 10:30 to 12:00 in Woodstock, VT. The focus will be on aspects of home burial and green burial on VT private property.

The next scheduled meeting is in August and the Chair asked if the next meeting should be cancelled.

Mr. Muzzy MOVED to omit the next meeting and resume in September.

Seconded by Ms. Hauke.

****The MOTION was approved (5-0).***

V. ADJOURNMENT

Dave Muzzy MOVED for adjournment.

Seconded by Chair Painter.

****The MOTION passed unanimously, (5-0).***

The meeting was adjourned at 6:50 PM.

Respectfully Submitted,

Linda Billings

Recording Secretary