BURLINGTON
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Cemetery Commission Meeting Agenda

October 24, 2019, 4:30 PM
Lakeview Cemetery, 455 North Avenue

I. Approval of Agenda
II. Guest Speaker – Dianne Leary of Vermont Old Cemeteries Association
III. Approval of Minutes from 9/19 Meeting
IV. Old Business
    a. Lakeview Fence Update – Cindi Wight
    b. Finance Report
    c. Copies of Annual Report 2018-2019
    d. Perpetual Care Money
    e. Events at the Cemetery
V. New Business
    a. Meeting Dates from Past and Present
    b. Enforcing Rules
    c. Greenmount
    d. Elmwood
    e. Lakeview
VI. Superintendent and Office Assistant Report
VII. Parks Director Items
VIII. Commissioner's Items
    a. Friends of Lakeview – Rita Church
IX. Public Comments
X. Adjournment

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Cemetery Commission Meeting Minutes

Meeting Date: Thursday, October 24, 2019, 4:30 pm

Commissioners Present: Rita Church, Jennifer Diaz, Nancy Kirby, Alexandra Millar, Lainey Rappaport

Staff Present: Cindi Wight – BPRW Director, Holli Bushnell - Office Assistant

I. Approval of Agenda

Rita Church moved to approve the agenda, Nancy Kirby seconded, all were in favor.

II. Approval of Minutes from 6/27 and 7/10 meetings

Both Lainey Rappaport and Alexandra Millar had small changes to the minutes from 9/19. A comma was added between Millar and Rappaport's names, Rappaport's time on the cemetery commission was changed to 7 years (the exact amount of time she has spent on the commission), and the commission's decision to continue the percentage rates of bonds and deeds was edited to reflect that this percentage is temporary and may change after deliberation and consideration. With those three changes, Jennifer Diaz moved to accept the minutes, Kirby seconded, and all were in favor.

III. Old Business

A. Lakeview Fence Update

Cindi Wight reported that Middlebury Fence is on track to complete the fence replacement by next week. The first section on the south end of the cemetery was installed backwards and will be turned and reinstalled correctly by Middlebury Fence. Sections of the old fence in the best condition have been pulled aside by Middlebury Fence, and will be saved for future displays/exhibits. Middlebury Fence will dispose of the rest of the fence as is stipulated in their contract. The old fence does not match the fencing at Greenmount and therefore cannot be used to replace damaged sections.

Kirby asked why the fence was being replaced instead of repaired and why the decision was made to replace the iron fence with an aluminum one. Wight explained that, per the consultant, the cost of repairing the old fence would have been far beyond the reach of any funds. The decision to use aluminum over steel was made by the parks department and was dictated by the available budget for the project. The aluminum fence also comes with a longer warrantee although it is less durable.

Rappaport asked about the 5% of cost for the fence replacement that was promised to the commission by both DPW and Eric Farrell. Wight reports that work on the stormwater catch basin near the south end of Lakeview has been delayed for at least a year, however she will ask Jenna Olson, Stormwater Program Manager, for an update on the project. She will also reach out to Farrell and representatives from DPW and invite them to a future cemetery commission meeting.

B. Finance Report

Wight provided the commission with both a budget worksheet report detailing the budget from previous years as well as a budget performance report that show the current cemetery budget. The major change from previous years is that a significantly larger sum of money, $43,000, has been allocated from interfund transfer proceeds (interest from the perpetual care fund) to fund future projects at the cemetery. Of that sum, $10,000 has been consistently transferred in the past and is part of the regular operating budget, $13,000 is allocated to fund the survey and creation of Section 8, and the final $20,000 is surplus that commissioners may suggest uses for. The commission needs to approve the use of the allocation of these moneys from the perpetual care fund to the budget.

Several commissioners had questions about other elements of the reports. Church asked if the yearly cost for maintaining Elmwood or Greenmount was known. Unfortunately it is not and to discover that exact cost would require the department to track all hours exactly. Kirby asked what the budget item "maintenance contracts" was for. Wight explained that those funds are part of the contract the city has with the corrections department. When Kirby expressed frustrations with the corrections crew Wight suggested she contact the corrections department to report issues.

Wight suggested that the commission vote on the allocation of the $43,000 during the perpetual care fund item on the agenda.

C. Copies of Annual Report 2018-2019

The annual report had already been approved at a previous meeting. Holli Bushnell distributed copies to commissioners for their records.

D. Perpetual Care Fund Update

Wight once again suggested that commission approve the moneys from the perpetual care fund allocated in the budget. She suggested that the commission approve the items in two different motions – one motion to allocate $20,000 from the FY2019 budget to use for projects in FY2020, the other to authorize the at transfer of $23,000 of interest from the perpetual care fund into the budget.

Millar asked if the $20,000 amount had to be spent or if it could be held for future projects. Diaz added that her only reservation in allocating those funds is that the commission will rush into a project without proper forethought. Wight confirmed that the commission can ask for the $20,000 to be placed in a money market account to be used when a project is decided upon. Diaz moved to move the $20,000 into a money market account. Church seconded, and all were in favor.

Wight next detailed the plan for the $23,000. $10,000 is the standard transfer of interest to the budget, and $13,000 will be used to develop section 8. Millar moved to approve this use of funds, Diaz seconded, and all were in favor.

The FY2021 budget will be part of the discussion at the next meeting.

E. Events at the Cemetery

Rappaport explained that in the past groups and individuals have come to the commission for permission to hold events in the cemetery. Wight explained that, per the ordinances, the commission does not have approval over events. A discussion of the rates for ticketed events at the cemetery ensued. The commission requested that Bushnell examine past minutes to find out the exact rate that was settled upon.

IV. New Business

A. Meeting Dates from Past and Present

Future meetings will be held on the 3rd Thursday of every month unless there is a holiday or other conflict.

B. Enforcing Rules

A request was made for Bushnell to send the commission members a copy of the cemetery ordinances. She will do so. Rappaport asked if the public is notified every time there is a change to the rules. Wight confirmed that rules are sent out to the public yearly.

C. Greenmount/Elmwood/Lakeview

Rappaport asked that the commission visit all three city cemeteries as a group to determine issues and potential future projects at each location. Wight suggested that this project wait until spring as the inevitability of snow will obscure certain issues. Diaz asked if commissioners might be able to tour the cemeteries independently and discuss the issues they identify at the next meeting. The group felt this was the best option available and decided to visit Greenmount over the next month and discuss issues at the November meeting.

V. Superintendent and Office Assistant Report

Bushnell provided an update on the progress of the project to reinter 14 War of 1812 veterans at Lakeview. She has received 4 of the 5 anticipated bids for the crypt (the 5th bid should arrive in the next week) as well as a quote for the work on the foundation. The project is not expected to meet the proposed Veteran's Day deadline due to the construction time for the crypt and the challenge of pouring concrete in low temperatures. The hope is that the project will be completely around Memorial Day 2020. Bushnell has also been in touch with the UVM Consulting Archeology Department concerning DNA testing of the bones and the containers that will be used for the burial. Bushnell also detailed the events of 10/19 (Malts & Vaults tour and Stargazing party) and shared her hopes for future tours and events at Lakeview.

VI. Parks Director Items

Wight did not have additional items to discuss. As Wight is also the Superintendent, this item will be removed from future agendas to avoid redundancies.

VII. Commissioner Items

A. UVM Natural Resource Inventory Project

Millar explained the goal of the project – to inventory the cemetery "life" and determine both its place in the ecosystem as well as its role as a wildlife corridor. The most exciting development from the first round of game camera photos was the image of a six-point buck.

Millar passed around her phone so commissioners could view the image. The students have also received the tree report from the tree crew and learned that there are over 1,000 trees in Lakeview. By the end of the project, which she hopes will last several semesters, the students will generate reports and provide them to the cemetery commission. She plans to invite the students to attend the next commission meeting.

B. Friends of Lakeview

Church was unable to attend the last Friends of Lakeview meeting. However, per Diana Carlisle, the Friends are in the process of improving the lighting in the chapel with the help of a lighting designer. They will be meeting with the designer, Bushnell, and the city electrician on 11/1.

VII. Public Comments

No public comments were made at this time.

IX. Adjournment

The meeting was adjourned by consensus at 6:26pm. The next meeting will be held on November 21st at 4:30pm at the Lakeview office.