



Cemetery Commission Meeting Agenda

OCTOBER 20 2022, 4:30 PM

MEETING CONDUCTED VIA ZOOM AND

IN PERSON AT 455 NORTH AVE, LAKEVIEW CEMETERY CONFERENCE ROOM

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- I. Approval of Agenda
- II. Approval of Minutes from 06/16/2022 Meeting
- III. Public Forum
- IV. Perpetual Care Fund Introduction – Darlene Bayko and Rich Goodwin
- V. Perpetual Care Fund Project Approval – Cindi Wight
- VI. Staff/Director Items'
 - a. Building Repairs – Cindi Wight
 - b. General Status Update – Holli Bushnell
- VII. Commissioner Items
 - a. Conservation Update - Alexandra Millar
 - b. Friends of Lakeview - Rita Church
- VIII. Adjournment



Cemetery Commission Meeting Minutes

Meeting Date: Thursday, October 20, 2022, 4:30 pm

Commissioners Present: Rita Church, Jennifer Diaz, Nancy Kirby, Alexandra Millar, Mary Wesley

Staff Present: Cindi Wight – BPRW Director, Holli Bushnell – Cemetery Staff, Darlene Bayko – Banking and Cash Operations Manager, Rich Goodwin – Director of Financial Operations

Meeting was called to order at 4:40pm by Jennifer Diaz

I. Approval of the Agenda

Cindi Wight asked to change item five from project approval to moving funds to reserve. Diaz moved to adopt the agenda with Wight's modification, Alexandra Millar seconded, and all were in favor

II. Approval of Minutes from 6/16/2022

Mary Wesley moved to approve the minutes, Diaz seconded, all were in favor

III. Public Forum

Public forum was opened at 4:41pm. As no members of the public were present the forum was also closed at 4:41pm.

IV. Perpetual Care Fund Update – Darlene Bayko and Rich Goodwin

Darlene Bayko and Rich Goodwin were on hand to detail what work the city has done with the perpetual care fund over the last fiscal year (FY22 – 7/1/2021 to 6/30/2022). The clerk/treasurer's office has been working to change city charter language to allow for more flexibility in terms of what kind of investments the city can make with the perpetual care fund. That charter change was approved and investments will be able to be more diverse with greater yields in the future. Bayko and Goodwin will be sending a statement to the commission after meeting that summarizes what has been invested based on what's allowed by the charter. Because of recent turn-over in the city attorney's office and some changing opinions in that department, the perpetual care fund can now be invested based on the general city of Burlington policies allowing for a greater return on the investments currently in our portfolio. The total value being invested is \$1.2 million, and the investment portfolio for fund is yielding about \$29,000 a year. Bayko and Goodwin hope to see the yield increase going forward as they make more lucrative investments. They do face a challenge insofar as perpetual care income and cemetery sales in general are relatively low compared to other city departments. That said, the current status of the account is improved from previous years. Based on rates in January and March Bayko and Goodwin may wait to call the bonds in as they are looking for the best rate of return. The current plan is to invest in treasury bills which are currently are over 4% (the highest they've been in a decade), but may change before January.

V. Approval of moving Perpetual Care funds to reserve account

Wight explained that the cemetery earned \$23,000 in interest income that wasn't needed in the budget (expenses had already been covered). Wight requested that the commission move to place



\$15,000 of that extra income into a reserve fund. The proposal will need to go through the board of finance and city council, but first the commission needs to approve the transfer of the funds. Wight confirms that she will come back to Commission before spending any of these funds, but stated that she needs commission approval to move the funds into FY23 budget. The item will go before the city council on Monday if approved.

Rita Church commented that she feels it's important that BPRW is required to come back to the commission each year for approval of fund use. Diaz moved to approve the transfer of \$15,000 from perpetual care income from FY22 into an FY23 reserve fund. Kirby seconded, all in favor.

IV. Building Repairs

Wight reports that the department is waiting on building repairs because we need to put MOU in place with Cambrian Rise. The city attorney's office will need to assist in putting the MOU in place. There are funds available and allocated to the project, but the city needs to have the agreement in place to begin the project. Hopefully all will be in place by spring to start the repair work.

VI. Staff/Director Items

Wight reports that former grounds manager, Paul Morris, will be stepping into Foreman position starting 10/31. Paul is a great fit for the position and has experience with GSI, conservation, and hands on maintenance work in parks all over the city. The leadership team was not able to find an appropriate candidate for the Maintenance Manager position, so that role has been reposted and several of the other foreman candidates have been encouraged to apply.

Holli Bushnell reports that the Vermont Old Cemeteries Association and roughly 30 volunteers spent the majority of September 10 righting and repairing the headstones in the Home for Destitute Children Section of Lakeview. An article on their work was picked up by the AP wire service and received national attention. Bushnell also noted that Thea Lewis (Queen City Ghostwalk) has been hosting tours over the last month in both Elmwood and Lakeview to very positive response. Finally, Bushnell will be working with Meghan O'Daniel in the next week to set up the cemetery to take credit cards – an option that will make use of the cemetery a lot more equitable for the lower income members of our community.

VII. Commissioner items

Nancy Kirby reported on the upcoming historical tour of Greenmount tour put on by Preservation Burlington. The tour will use the residents of Greenmount to detail city history including streets, buildings, and organizations named after or started by people buried at Greenmount. They will also be bringing people down to lost grave located in Schmanska Park. Kirby noted that the publicity for the tour is using the address of her home (which is adjacent to Greenmount) as the location of the tour. She is not comfortable with this and asked that it be corrected. Upon googling the commissioners discovered that the address for Greenmount and the address for Kirby's home are listed as the same. Wight will check with city E-911 coordinators and see if anything can be done.

Kirby also reports that someone has been living in the woods between Greenmount, Centennial Woods, and Patchen Rd since April. Kirby was aware of their presence due to food delivered to Greenmount and someone using her garbage to dispose of their trash. For the past six months she has felt uncomfortable, like she was being watched; Kirby went so far as to move her refrigerator against her back door to prevent entry. On 10/12, two days before he planned to flee the country, Logan Clegg was arrested for the murder of Stephen and Djeswende Reid, a couple which had been shot to death while hiking in New Hampshire in April. Logan Clegg was the individual who had been living behind Kirby's



home. Bushnell asked Kirby to write up a report of her experiences that could be provided to PACC as they are currently looking at issues with safety and security in city parks. Kirby will do so.

Millar reports that the conservation teams has been filing in and building out pollinator garden at the Lakeview entrance as well as working on the side bank plantings at the exit. Some plants were shifted in the entrance garden to stop obscuring the sign. Millar met with folks in field naturalist program who are studying ecosystems as well as connected with Martha Dallas who pointed her to UVM senior whose thesis is looking at Cemeteries as urban green spaces. On an unrelated note, Millar was visiting Steve Bachand a few weeks ago and encountered someone who couldn't access the Howard Cremation Garden because it's not wheelchair accessible. Millar asked the commission to consider possible fixes for this issue going forward.

Church began by thanking Bushnell for working on getting a credit card option for payment and also thanked Wight for the updates she provided. Church requested that, if there is time, the bench in front of the chapel be cleaned (power washed). Church also notes that the Friends of Lakeview would like to meet at chapel on 11/4, time TBD.

VII. Adjournment

Kirby moved to adjourn, Church seconded and all were in favor. The meeting was adjourned at 5:49pm. The next meeting will be held on 11/17. Wight will not be present for that meeting so either Deryk Roach, Steve Bachand, and/or Paul Morris will need to be in attendance.