

Cemetery Commission Meeting Agenda

Thursday, August 11, 2016, 4:30 PM

Lakeview Cemetery, 455 North Avenue

- I.** Approval of Agenda.
- II.** Approval of Minutes from July 7, 2016 Meeting.
- III.** Old Business
 - A. Infant Burial update.
- IV.** New Business
 - A. Brainstorm ideas to showcase our cemeteries.
- V.** Superintendent's Items
- VI.** Commissioner's Items
 - A. Request to change meeting start time to 5:00 pm.
 - B. Requesting report from Jeff Shed on what kind of work goes into cemetery maintenance.
 - C. Possible report on Greenmount stone repair from Barry Trutor.
- VII.** Office Report
- VIII.** Public Comment
- IX.** Adjournment



BURLINGTON
PARKS
RECREATION
WATERFRONT
Cemetery Division

August 2, 2016

Barry Trutor
31 Matthew Avenue
Burlington, VT 05408

Dear Barry,

The City of Burlington Cemetery Commissioners express their sincere appreciation for your volunteer services to the commission.

Your diligent research work has been extremely beneficial to the citizens of our beautiful city as well as to the Cemetery Commission. Your ability to know the right questions to ask and getting the questions answered has been so helpful as we commissioners strive to learn the full scope of our responsibilities to Burlington's three cemeteries.

Please keep us informed of the progress of your work at Greenmount. What you have undertaken is extremely important and we want to support you as you carry out the responsibilities of the grant received from the VOCA.

Respectfully submitted,

Donna Waldron, Chair
Allison Curran, Vice Chair
Rita Church, Commissioner
Helaine Rappaport, Commissioner
Emma Swift, Commissioner

cc: Jesse Bridges, Director and Harbormaster, Burlington Parks, Recreation & Waterfront

Cemetery Commission Meeting Minutes

Meeting Date: August 11, 2016, 4:30 pm

Commissioners Present: Rita Church, Allison Curran, Lainey Rappaport, Emily Swift (arrived at 4:50), Donna Waldron

Staff Present: Anne D’Alton, Cemetery Office Assistant

Attachments: Letter of Appreciation to former Commissioner Barry Trutor

Mtg. was started at 4:35 by Chair Donna Waldron.

I. Approval of Agenda

- A. Lainey Rappaport moved to approve the Agenda; Rita Church seconded; all approved.

II. Approval of Minutes from July 7, 2016 Meeting

- A. Rappaport asked for hard copy to review, then moved to approve; Allison Curran seconded; all approved.

III. Old Business

A. Infant Burial Update

- 1. Waldron contacted Hospital and received email from Tara Pacy, Director of Clinical Care Services, stating there would be no burial of infant cremains this August.
- B. Church thanked Waldron for help in writing letter of appreciation to Barry Trutor.

IV. New Business

A. Brainstorm Ideas to Showcase City-Owned Cemeteries

- 1. As a follow-up to the very popular Greenmount tree walk, Waldron will encourage Branch Out Burlington to collaborate with the Commission on a tree walk in Lakeview next year.
- 2. Curran was married in the Louisa Howard Chapel last month, and they hired 2 musicians. She suggests arranging small concerts in the Chapel.
 - ◆ Church asked what musicians would charge: in the range of \$100/hour. St. Paul’s Cathedral hosts a lunch concert series, and she will consult with them. Would staff need to be present? Jesse Bridges should be consulted. Also, need to make sure any events do not conflict with Friends of Lakeview events.
 - ◆ Rappaport thought students might perform for free; Church St. violin shop might be able to suggest musicians; could be advertised in Seven Days.
 - ◆ Waldron thought non-denominational holiday music would be nice. Perhaps musicians would agree to a percentage of donations. Although food is not allowed in the Chapel, the Commission could give out packets of cookies as people leave.
 - ◆ Curran will consult with the person who introduced her to the cellist & violinist who performed at her wedding.
 - ◆ Annie D’Alton noted that it would be important to schedule during a time when the Chapel would not be likely to be needed for a memorial service, as these are



sometimes scheduled with short notice. After dark might be nice, as having the lights on would show off the stained glass windows.

3. Emma Swift suggested storytelling events, like The Moth. Could be held in the Chapel, or outside. Each event would have a theme and a host. People sign up to share. This could be a very engaging community event.
4. Swift also suggested a discussion on cultural differences in understanding death and dying. Vermont Refugee Resettlement Program might be interested in helping. D'Alton noted that a lot was learned and shared when the Winooski High School students help put flags on veterans' graves each May. Also, Jim Meunier might be interested in being involved, in that he is the only Funeral Director who has provided space for Muslims to do their own burial preparations.
5. Waldron encouraged the Commissioners to think about bringing their energy for supporting the Burlington City Cemeteries outside the meeting room. She suggested taking a walk together through Greenmount to get ideas about how they could contribute to the public's experience of the cemetery—for example: straighten flags, bring flowers.
6. Rappaport noted that she picks up trash at Greenmount. There is no trash can there.

V. Superintendent's Items – Jesse Bridges not present; no items relayed.

VI. Commissioner's Items

A. Request to Change Meeting Time to 5:00 pm

1. Swift is not able to leave work in time to arrive at the meeting at 4:30, and asked if the meeting start time could be changed to 5:00. With advance notice, sometimes she could arrange to arrive earlier.
2. Church asked if Bridges was the one who set the 4:30 time; D'Alton said it has been 4:30 for years; not known if Bridges would approve of later time. Waldron will check with him.
3. Waldron asked D'Alton how this would impact her work schedule: more overtime would be charged. Curran suggested setting an end time, and tabling anything that didn't get discussed by that time.

B. Report from Jeff Shedd Describing Typical Cemetery Maintenance Work

1. The Commission would like to learn more about the work done by the Cemetery's maintenance staff. D'Alton suspected Shedd would probably not be able to attend a meeting due to his early schedule. The commission requests that he write up a description of his work for the Commission.

C. Status of Greenmount Stone Repair by Barry Trutor

1. Waldron visited Greenmount—Trutor does not appear to have done any work yet. Vermont Old Cemetery Association told Waldron that Trutor will need to submit progress reports as a requirement for receiving the grant.
2. Waldron believes it's the City's responsibility to repair older markers.
3. Rappaport suggested the commission write Trutor a letter offering assistance.
4. Swift suggested scheduling a work day, if Trutor would find that helpful.
5. Curran doesn't want to leave all the repair responsibility to Trutor—the Commission should also work on this project. The Commission needs to be kept apprised of the project's status, so they can keep the project moving by partnering with other organizations. Waldron asked Curran to draft a letter to Trutor.



VII. Office Report

- A. D'Alton reported the office has been busy:
 - 1. She is trying to catch up with paperwork that piled up over vacation—quite a few burials, and Shedd sold several lots in the new Oak Annex section, but it's difficult because there has also been a lot of customer service work: planning burials, requests for information about lot purchase, genealogical information requests.
 - 2. She is working well with Steve Bachand while Shedd is on vacation, taking this opportunity to convey information to him about the resources she has compiled so that he knows of their availability.
- B. Rappaport wants D'Alton to work full-time; all commissioners agree. The commissioners discussed how to support this:
 - 1. Meet with Bridges.
 - 2. Write letter of recommendation.
 - 3. Swift suggested D'Alton should collect statistics on customer service. D'Alton reported that she used to do this, but it became too time-consuming given the volume of work.

VIII. Public Comment

- A. Curran introduced Lara Ivins, a member of the Daughters of the American Revolution, to describe the work of the organization and request a presentation from the Commission.
 - 1. Members of the organization must prove they have a relative who fought in the American Revolution. They do community service projects.
 - 2. Ivins has scheduled a D.A.R. meeting for 11:30 am on Saturday, September 3, 2016 at the Vermont National Country Club in South Burlington. She would like 1 or 2 commissioners to speak to the group (about 20 people) about Cemetery Historical Preservation. This could include a field trip to the cemetery. Curran offered to help.
 - 3. D.A.R. members are good at genealogical research, and may be interested in volunteering for the Cemetery. They are generally retired, so they have time, and they are interested in community service.

IX. Adjournment

- A. Swift moved to adjourn at 6:20 pm, Church seconded, all in favor.

Next meeting: Thursday October 13, 2016, 4:30 pm at the Cemetery Office. The Commission will request that Bridges attend.

The Commissioners will also meet at Greenmount on Friday, October 14 at 4:30 pm to walk, observe, and brainstorm ideas for supporting the public's experience of this cemetery.