



Cemetery Commission Meeting Agenda

July 16, 2019, 4:30 PM

Lakeview Cemetery, 455 North Avenue

- I. Welcome New Commissioner Mary Wesley
- II. Elections - Chair and Vice Chair
- III. Cemetery Commission retreat
- IV. FY21 budget
- V. Section 8 update
- VI. Volunteer updates
 - a. Greenmount
 - b. Elmwood
 - c. Flags
- VII. Any upcoming tours
- VIII. Staff updates
- IX. Commission items
- X. Future meeting topics



Cemetery Commission Meeting Minutes

Meeting Date: Thursday, July 16, 2020, 4:30 pm

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

Staff Present: Cindi Wight – BPRW Director, Holli Bushnell - Office Assistant, Sophie Sauve – Parks Comprehensive Planner

Public Present: Jon Stilan – LA Group

Meeting was called to order at 4:34pm

I. Welcome New Commissioner Mary Wesley

II. Elections – Chair and Vice Chair

Jennifer Diaz stated that she would be happy to take on the position of chair if no one else was interested in it. Alexandra Millar nominated Diaz for the position of chair, Mary Wesley seconded, all were in favor. Diaz will be chair for 2020-2021

Nancy Kirby nominated Millar for the position of vice chair, Rita Church seconded, and all were in favor. Millar will be vice chair for 2020-2021

III. Section 8 Update (Sophie Sauve, Jon Stilan)

The commissioners were provided with 2 conceptual layouts for the section by Jon Stilan of The LA Group. Stilan reminded the commission of the current full burial to cremation ratio (40% full burial to 60% cremation), the upfront costs associated with columbarium, and the plan to phase the development of this section. The goal of this particular session is to identify preferred design aspects and finalize the direction for the final concept.

Upon seeing the concepts, Kirby stated that she preferred the first design. She appreciated the layout in a “compass shape,” the more formal feel of the design, and was particularly interested in the maintenance area in the upper left-hand corner of the section. Church agreed that the maintenance area was an important feature. She also preferred concept 1. Church also pointed out that, with many area churches closing their cemeteries may be closing as well. As one of the few remaining options for local burial, lot sales at Lakeview may dramatically increase in the next few years. Lots could be pre-sold to cover the cost of development in the north western area of the section.

Millar preferred concept 2. She felt the concept blended the feel of the old and new sections of Lakeview. She also felt the second design would allow work (and, consequently, lot sales) to begin sooner as the layout of concept 2 would more easily allow for a phased approach. She felt that a maintenance area would be an important addition to the second concept. Millar also commented on the design of the southern area, appreciating the way it highlights the partial lake views.

Diaz liked the idea of a hybrid of the two designs. She liked the more organic feel of concept 2, but likes elements of concept 1 such as the maintenance area and the radiating path design. She felt the second concept would be more adaptive to future needs such as green burial and scattering gardens.



Wesley was more drawn to the second concept and its organic feel. She also felt that it lends itself better to future development and that the design has greater flexibility.

Packets with both design concepts will be provided to commission members to review. Commissioners were asked to provide Sophie Sauve with feedback in the next couple of weeks. Sauve will also contact Jeff Shedd and Steve Bachand for their feedback on the designs. Stilan will generate a final concept based on this feedback.

Though the item was not officially on the agenda, after the discussion of Section 8 concepts concluded, Diaz moved to approve the minutes from the 6/4/2020 meeting. Church seconded, and all were in favor.

IV. Cemetery Commission Retreat

Cindi Wight explained to the commission that a retreat was something the parks commission had undertaken and had great success with. The idea would be to get together for anywhere from a few hours to a day to go over goals, discuss the role of the commission in the running of the city cemeteries, and generally get to know each other better.

All commissioners had positive reactions to this idea. Both Diaz and Kirby felt that it might need to wait until after there is a vaccine for COVID-19, but speculated that it could be held outdoors or in a larger space. Mayoral approval might be needed to use a larger space for a larger gathering. Wesley was especially excited for this opportunity as the newest member of the group.

Church asked if this might be something members of the Friends of Lakeview could attend as well. Based on their numbers (four to ten individuals) their attendance should not be an issue and would likely be a welcome addition.

V. FY21 Budget

Wight reports that there is money in the FY21 budget for the continued development of Section 8. The interest from the perpetual care fund was placed into a money market account last year. Generally speaking, these funds are moved from the money market account to the general fund at the end of the fiscal year, however the funds were kept in the money market account. The \$23,000 allocated for Section 8 development was the only amount transferred from the account. In the winter of 2020-2021 the commission will need to decide what to do with the additional \$43,000 in the account. Millar asked if the commission will be able to allocate the funds towards specific projects. Wight confirmed that the commission only decides what to spend and can make suggestions on projects while it is BPRWs purview to select what the funds are spent on.

VI. Volunteer Updates

Kirby reported that volunteer upkeep work continues at Greenmount with the assistance of Jason Stuffle and other community members. Creating a parking area for visitors by placing cones in front of the loop area has been quite effective as has the mowing of paths through different areas of Greenmount.

Holli Bushnell reports that limited work is ongoing at Elmwood with the assistance of a couple of volunteers. She was also able to acquire, with the assistance of Wight and BPRW, around 660 flags for veteran's graves. As this is slightly more than half of what is usually purchased, Bushnell asked the commission if they felt it would be best to only flag Lakeview or if it would be best to try to find an additional funding source for the remaining necessary flags. All agreed that additional funding would be



preferable. Church volunteered to contact the Elks Club in an effort to obtain funding. She may also contact a former commissioner who may be able to assist in finding funding sources. Bushnell will contact volunteers and plan to flag in the month of August.

VII. Upcoming Tours

Bushnell regrets to report that all tours for 2020 have been cancelled due to COVID-19. She may move towards creating digital options for tours such as video content or podcasts. She has already created a demo version of her first tour and will be working towards creating other options.

VIII. Commissioner Items

As the newest member of the commission, Wesley introduced herself and provided her fellow commissioners with some of her background. In the past she was part of the Wake Up and Die Project, and she currently works for the Vermont Folklife Center creating educational programming, place based education, and audio storytelling.

Church reports that the Friends of Lakeview are continuing to work on the Louisa Howard Chapel lighting project. The preferred design had been selected and they are hoping everything continues to move forwards smoothly. The new lighting will dramatically add to the beauty of the chapel, showcasing the architectural elements as well as stencil work on the ceiling.

Church also reports that an elderly community member has requested that the cemetery call Section 8 something else. Unbeknownst to the other commission members and city staff, Section 8 is a term used for low-income housing in the state of Vermont. In light of this, other name options may be taken into consideration (historical Burlingtonians and native cultures were popular options). Possibly in jest, this same elderly community member asked Church if senior citizens will be offered a discount or if there is a waiting list for the new section. Though discounts are unlikely, Bushnell does intend to keep a list of individuals interested in purchasing lots in the new section as soon as the design is finalized.

IX. Public Comments

No public comments were made at this time.

X. Adjournment

Diaz moved to conclude the meeting, Church seconded, all were in favor. The meeting was adjourned at 6:49pm. The next meeting will be held via zoom and in person at a date to be announced.