



Cemetery Commission Meeting Agenda

July 10, 2019, 4:30 P.M.

Lakeview Cemetery, 455 North Avenue

- I. Approval of Agenda**
- II. Welcoming New Commissioner Alexandra Millar**
- IV. Selection of Officers**
- V. Approval / Signing of Commission Report**
- VI. Setting Date for Next Meeting**
- VII. Public Comments**
- VIII. Adjournment**



To: City Council
From: Cemetery Commission
Re: Annual Report for 2018-19
Date: 7/10/2019

Overview of Commission

See Appendix A for the list of Commissioners, meetings and attendance records.

Issues/Projects Discussed and Outcomes

1. Project – Lakeview Fence Repair and Replacement

The repair of the North Ave fence at Lakeview was on the agenda for the entirety of the year. Options and preferences were discussed in conjunction with budget and funding

Outcome -

The fence repair and replacement is finally out for bid with an RFP. We are hoping for bids that provide information on all the options the commission showed interest in (aluminum vs. iron, full replacement vs. slow replacement overtime, etc...).

2. Project – Lakeview Office Repair

Money has been budgeted to repair the Lakeview office building for the last 2 years. When no contractors bid on the project at the beginning of the fiscal year the project was restructured in hopes of finding bidders in the coming year.

Outcome –

Still waiting to see if anyone will bid on the project. May possibly wait until fall when contractors have fewer large projects.

3. Issue – Perpetual Care Fund

Roughly 3 years ago the commission, at the urging of then parks director Jesse Bridges, decided to change the way funds are allocated from lot purchases, decreasing the percentage of money set aside

for perpetual care. This action was taken with the understanding that the commission would reassess this change several years down the line.

Outcome –

Commissioners met with Rich Goodwin and Darlene Bayko from the C/T office. Bayko and Goodwin detailed the way the funds from lot purchases are allocated and invested. The commissioners were encouraged by this meeting and will officially reassess the percentage in the coming fiscal year.

4. Project – Cemetery Development/Section 6/8 Development

At the start of the year commission chair Taginski (with the support of other commissioners) sent letters to Planning and Zoning and the Mayor's office in regards to developing a new cemetery somewhere in Burlington (preferably the south end). This proposal was not accepted at this time. With an understanding that burial space at Lakeview is limited, the commission then chose to pursue the option of developing new areas currently contained in Lakeview proper.

Outcome –

Though Section 6, situated north of Section 5 and on the south side of the dirt road from Section 7, was initially the preferred location, Cemetery Superintendent Jeff Shedd indicated that the soil and high water table in that area could be problematic for future burials. He believes that the area to the west of Section 5 across the dirt road, now known as Section 8, would be better suited to immediate burial. Section 8 will be surveyed and designed and Section 6 will be examined for possible soil rehabilitation or other projects.

5. Project – Grave GPS/GIS

Office staff Holli Bushnell proposed that the commission invest in a full mapping of all 3 city cemeteries, starting with Lakeview. The commission was overwhelmingly in favor of this project and tasked Bushnell with researching the best possible options.

Outcome –

Currently waiting for approval to purchase additional software from Pontem, the program the cemetery currently uses to track burials and lot purchases. This will most likely come out of the yearly cemetery budget.

Ongoing Work FY19 to FY20

1. Project – Cemetery Events

As the cemetery consistently runs in the red, a goal of developing programming to aid in funding the cemetery was proposed. This programming could include events at Louisa Howard Chapel, Tours, 5k Races, private events, and other activities. Bushnell is working with Nick Marinelli from the Rec department to develop tours. The commission will be informed of developments as they occur.

Appendix A

PARKS AND RECREATION COMMISSION TERMS & MEETING ATTENDANCE RECORD JULY – JUNE 2019

<u>Commissioner Name</u>	<u>Term Expires</u>
Francis Taginski	6/30/2019
Rita Church	6/30/2020
Helaine Rappaport	6/30/2020
Emma Swift (resigned)	6/30/2019
Mellisa Cain (resigned)	6/30/2021
Jennifer Diaz (for Swift)	6/30/2019
Nancy Kirby (for Cain)	6/30/2021

<u>Date</u>	<u>Commissioners Present</u>
07/12/18	Taginski, Church, Rappaport, Swift
09/20/18	Taginski, Church, Rappaport
11/15/18	Taginski, Church, Rappaport, Swift, Cain
02/21/19	Taginski, Church, Rappaport
03/28/19	Taginski, Church, Diaz, Rappaport
04/23/19	Taginski, Church, Diaz, Rappaport
06/27/19	Church, Diaz, Kirby, Rappaport



Cemetery Commission Meeting Minutes

Meeting Date: Wednesday, July 10, 2019, 4:30 pm

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

Staff Present: Holli Bushnell - Office Assistant

Lainey Rappaport called mtg. to order at 4:40pm

I. Approval of Agenda

Jennifer Diaz approved the agenda, Rappaport seconded. All were in favor.

II. Welcoming New Commissioner Alexandra Millar

The commission welcomed the addition of Alexandra Millar. Millar stated that, as she lives right across the street from Lakeview she has a vested interest in maintaining the space. She has a background in fundraising and feels she could be helpful with the quest to find more volunteers.

III. Selection of Officers

Two commission members were nominated for the position of chair. Rita Church nominated Rappaport, and Diaz self-nominated. It was determined through a raised-hand vote that both parties would co-chair for the upcoming year. Both Rappaport and Diaz accepted their nominations and will take on the position jointly.

IV. Approval and Signing of Commission Report

The Commissioners discussed each item on the report, and expressed a desire to carry several items over to the agenda for the coming year. Items the commission will continue to examine include changes to the perpetual care fund, Lakeview office repair, a study of Section 8, and updates on the fence work.

V. Setting Date and Agenda for Next Meeting

In addition to the items mentioned above, the commissioners also asked that the road at Greenmount be considered on future agendas (Rappaport and Kirby suggested that clean dirt from city construction projects be used to fill in the road. Millar took this opportunity to discuss the possibility of having students from the Natural Resource department at UVM (under the instruction of Zack Ispa-Landa) survey the trees and wildlife in the city cemeteries. All were in favor of this possibility. Millar will make sure to apply and reach out to Bushnell and the commission members if necessary. Other topics for the future include setting up a work day at Greenmount (and dealing with the ongoing issue of dumping at Greenmount) as request by Kirby, and the cemetery staff sending a thank you letter to Elise Eaton, a longtime volunteer with the veteran flagging project who is leaving the area as requested by Church. These items will be on the next agenda (though the letter will be completed long before then).

The next meeting will be on September 19, 2019 at 4:30pm at the Lakeview office.

IX. Public Comments



No public comments were made at this time.

X. Adjournment

The meeting was adjourned by consensus at 5:15pm.