

Cemetery Commission Meeting Agenda

Thursday, July 7, 2016, 4:30 PM

Lakeview Cemetery, 455 North Avenue

- I.** Approval of Agenda.
- II.** Approval of Minutes from May 12, 2016 Meeting.
- III.** Old Business
 - A. Infant burial fees.
 - B. For profit organizations holding events in cemetery and charging admission and commission expectation for monetary contribution.
 - C. Art Cohn and headstone repair.
- IV.** New Business
 - A. Discussion of tree/cemetery walk
 - B. Annual Report of the Cemetery Commission(Barry)
 - C. Election of chair for 2016-2017
- V.** Superintendent's Items
- VI.** Commissioner's Items
 - A. Proceeding with statuary repair.
 - B. Action plan for coming year-keeping the momentum going.
- VII.** Office Report
- VIII.** Public Comment
- IX.** Adjournment

Cemetery Accounts Receivable-- FY16 Monthly Totals

Totals through 6.30.16 agree with NW report.

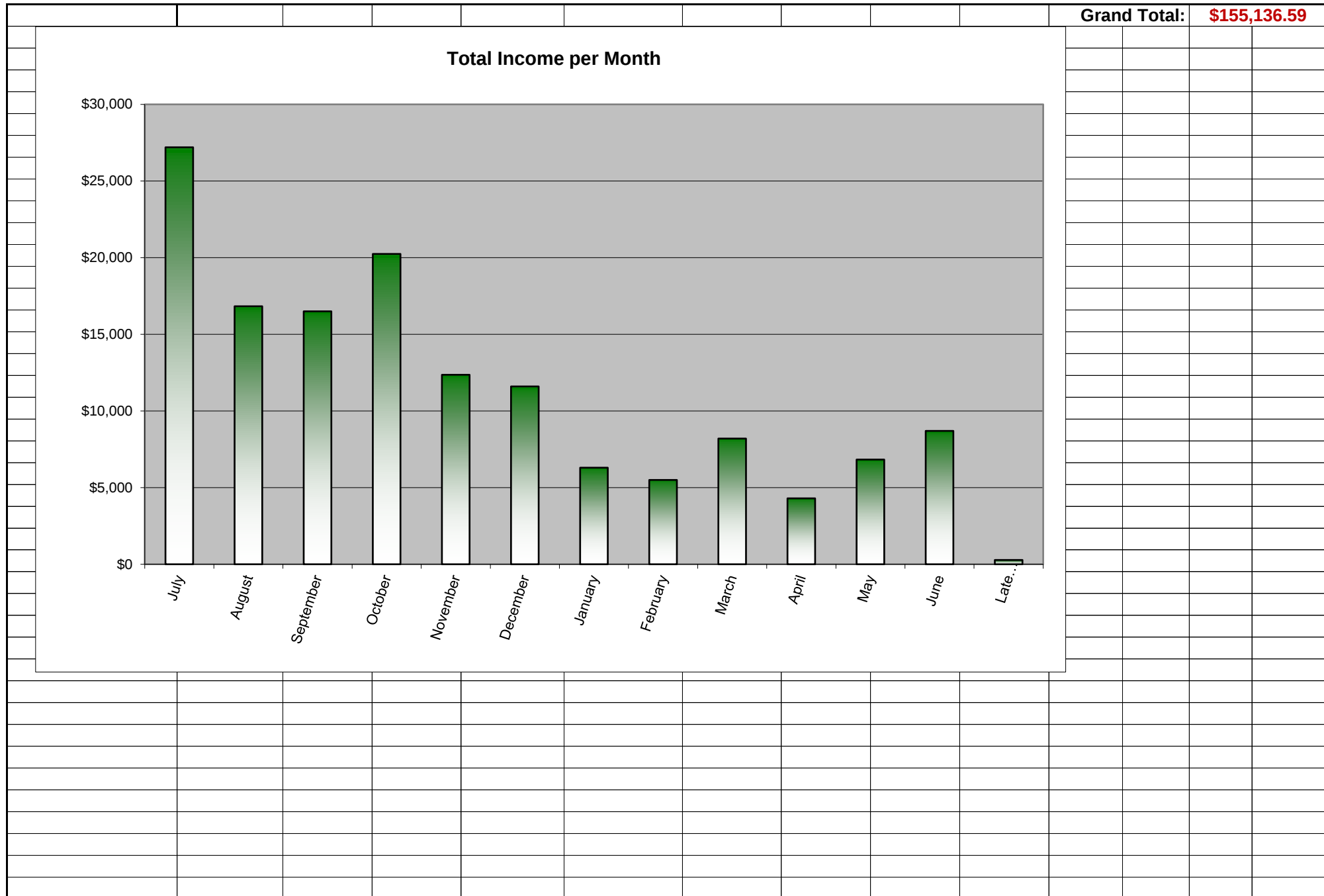
Month-- FY16 (deposit date)	\$ TOTALS	Lots 4310	Bond 501- 00- 000.4290	Burials 4315	Foundations 4330	Donations 4950	Fees for Services Misc 4600 130	Indigent Burials 104008- 73980	Rent & Lease 4275	Interment Type Full Ashes		Lots Sold Res Non-Res	
July	\$27,200	\$18,715	\$985	\$7,000	\$0	\$0	\$500	\$0	\$0	2	7	3	5
August	\$16,830	\$7,125	\$375	\$8,800	\$30	\$0	\$500	\$0	\$0	3	12	3	3
September	\$16,500	\$9,595	\$505	\$6,000	\$200	\$0	\$200	\$0	\$0	3	4	5	1
October	\$20,245	\$14,534	\$766	\$3,700	\$145	\$0	\$1,100	\$0	\$0	1	5	10	0
November	\$12,360	\$8,075	\$425	\$3,500	\$110	\$0	\$250	\$0	\$0	2	3	7	0
December	\$11,600	\$5,272	\$278	\$5,800	\$0	\$150	\$100	\$0	\$0	3	4	5	2
January	\$6,300	\$2,280	\$120	\$3,300	\$0	\$0	\$600	\$0	\$0	3	3	0	2
February	\$5,500	\$3,420	\$180	\$1,900	\$0	\$0	\$0	\$0	\$0	1	2	0	3
March	\$8,200	\$2,802	\$148	\$5,250	\$0	\$0	\$0	\$0	\$0	4	2	2	2
April	\$4,300	\$0	\$0	\$4,300	\$0	\$0	\$0	\$0	\$0	2	5	0	0
May	\$6,830	\$1,140	\$60	\$4,800	\$130	\$0	\$150	\$0	\$550	5	8	0	1
June	\$8,700	\$2,374	\$126	\$5,400	\$100	\$0	\$500	\$0	\$200	1	3	2	0
Late Payments	\$280	\$0	\$0	\$0	\$130	\$0	\$0	\$0	\$150	0	0	0	0
TOTALS	\$144,845	\$75,332	\$3,968	\$59,750	\$845	\$150	\$3,900	\$0	\$900	30	58	37	19
Average	\$12,047												
CUMULATIVE TOTALS:													
Through July	\$27,200	\$18,715	\$985	\$7,000	\$0	\$0	\$500	\$0	\$0	2	7	3	5
Through August	\$44,030	\$25,840	\$1,360	\$15,800	\$30	\$0	\$1,000	\$0	\$0	5	19	6	8
Through September	\$60,530	\$35,435	\$1,865	\$21,800	\$230	\$0	\$1,200	\$0	\$0	8	23	11	9
Through October	\$80,775	\$49,969	\$2,631	\$25,500	\$375	\$0	\$2,300	\$0	\$0	9	28	21	9
Through November	\$93,135	\$58,044	\$3,056	\$29,000	\$485	\$0	\$2,550	\$0	\$0	11	31	28	9
Through December	\$104,735	\$63,316	\$3,334	\$34,800	\$485	\$150	\$2,650	\$0	\$0	14	35	33	11
Through January	\$111,035	\$65,596	\$3,454	\$38,100	\$485	\$150	\$3,250	\$0	\$0	17	38	33	13
Through February	\$116,535	\$69,016	\$3,634	\$40,000	\$485	\$150	\$3,250	\$0	\$0	18	40	33	16
Through March	\$124,735	\$71,818	\$3,782	\$45,250	\$485	\$150	\$3,250	\$0	\$0	22	42	35	18
Through April	\$129,035	\$71,818	\$3,782	\$49,550	\$485	\$150	\$3,250	\$0	\$0	24	47	35	18
Through May	\$135,865	\$72,958	\$3,842	\$54,350	\$615	\$150	\$3,400	\$0	\$550	29	55	35	19
Through June	\$144,565	\$75,332	\$3,968	\$59,750	\$715	\$150	\$3,900	\$0	\$750	30	58	37	19
Through Late Pmnts	\$144,845	\$75,332	\$3,968	\$59,750	\$845	\$150	\$3,900	\$0	\$900	30	58	37	19
Interest & Income (from New World)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Interest on Pooled Cash	\$210.04	\$214.97	\$208.05	\$108.83	\$2.59	\$2.76	\$2.84	\$2.67	\$1.85	\$0.00	\$0.00	\$0.00	754.60
Investment Income	\$0.00	\$83.29	\$16.99	\$66.85	\$16.99	\$0.00	\$67.40	\$0.00	\$49.31	\$16.99	\$0.00	\$0.00	317.82
Transfer from PC to NW									\$9,499.17				9,499.17
PC Rev+Int+Inc+Tr	\$14,413.59												
Total+Int+Inc+Tr	\$146,436.59												10,571.59

Monthly Income and Lot Sales are based on check deposit date; Interment is based on actual date of interment.

7/12/2016

Cemetery Accounts Receivable-- FY16 Monthly Totals

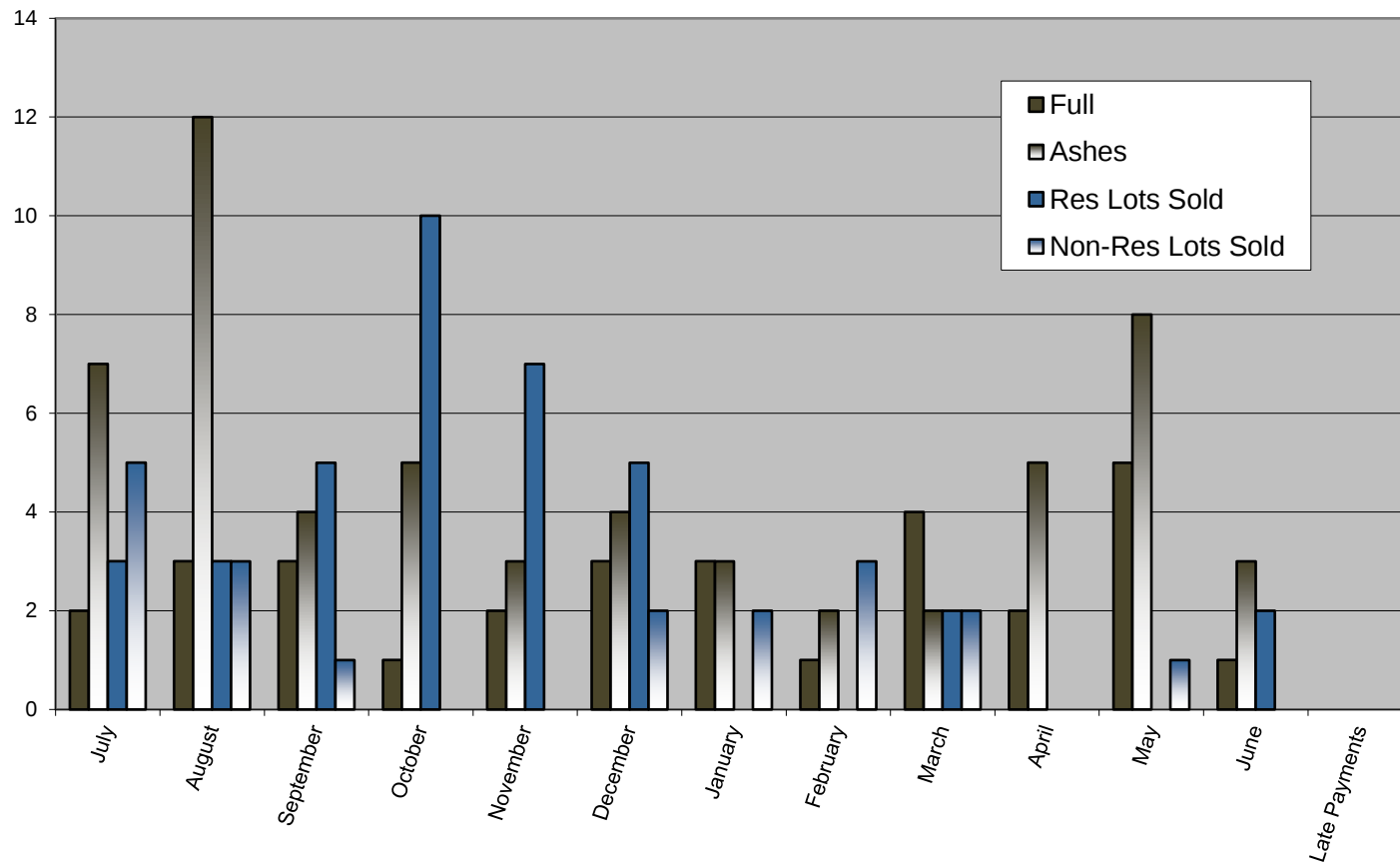
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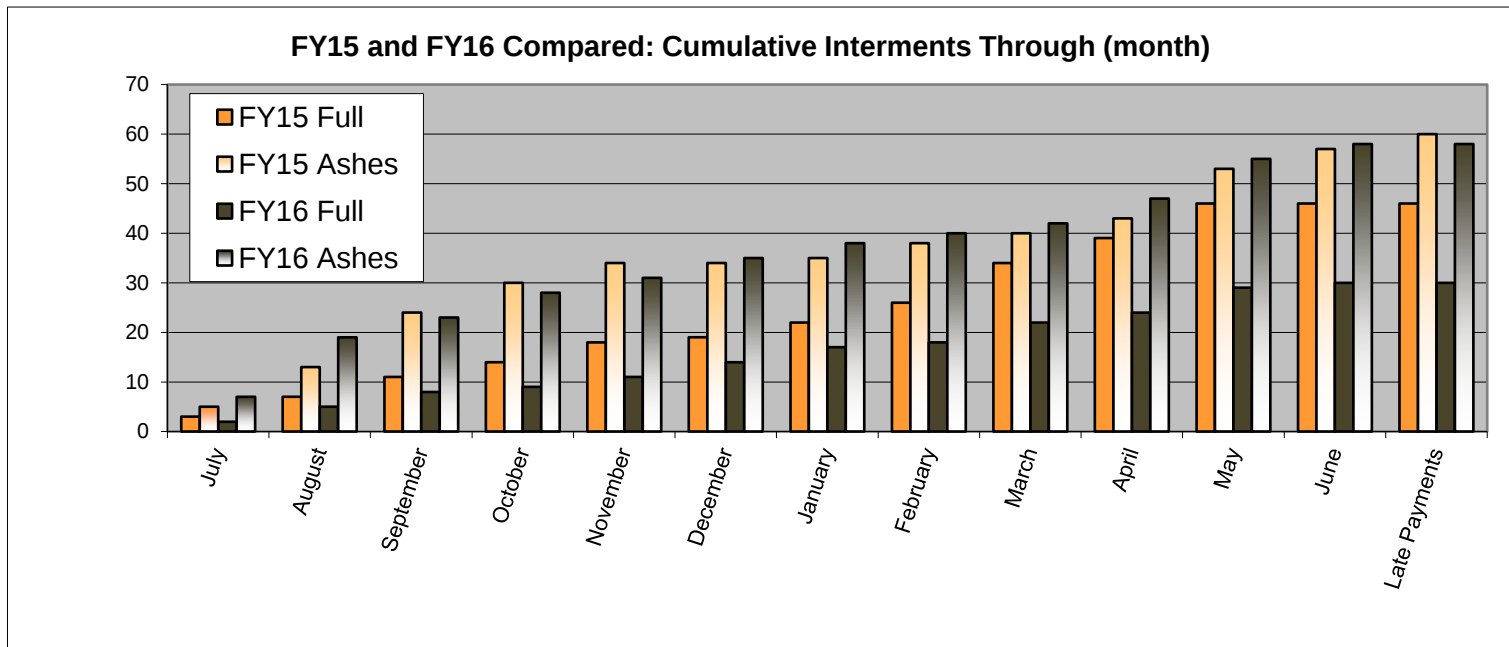
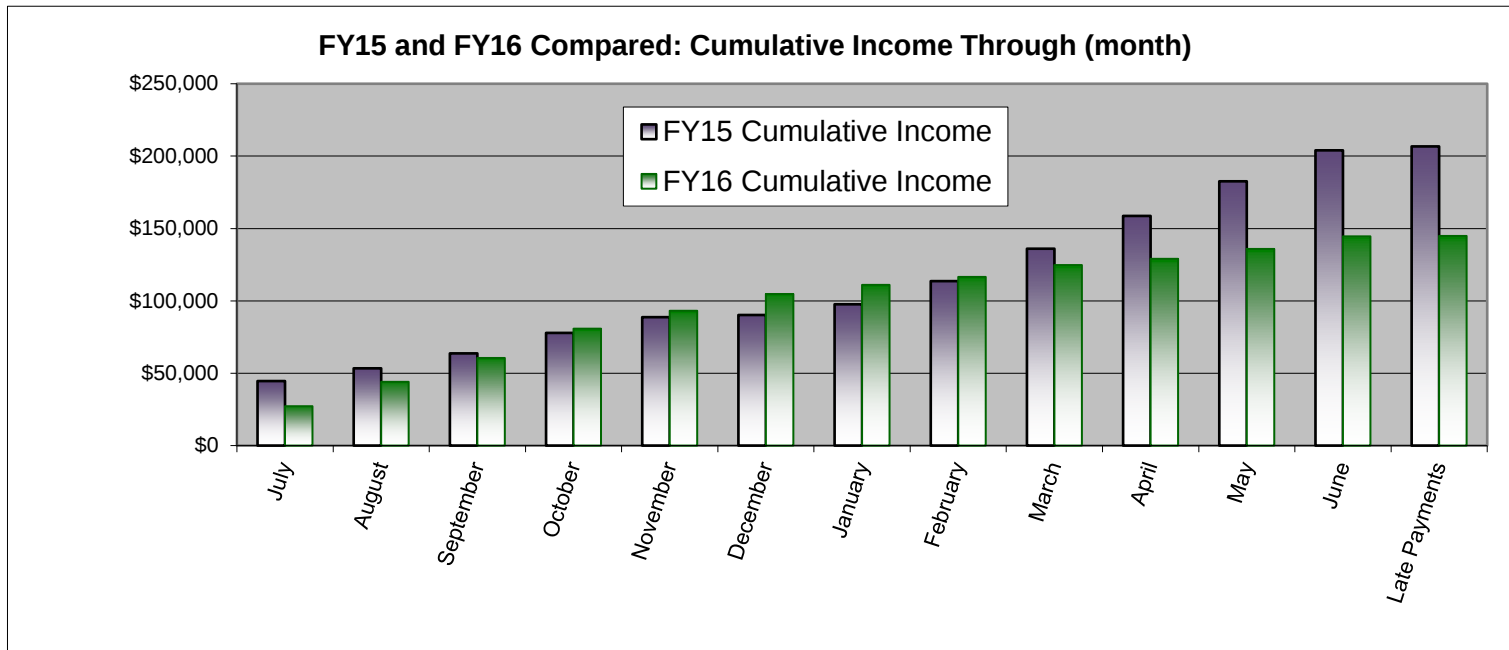
Cemetery Accounts Receivable-- FY16 Monthly Totals

Totals through 6.30.16 agree with NW report.

Interments and Lots Sold per Month



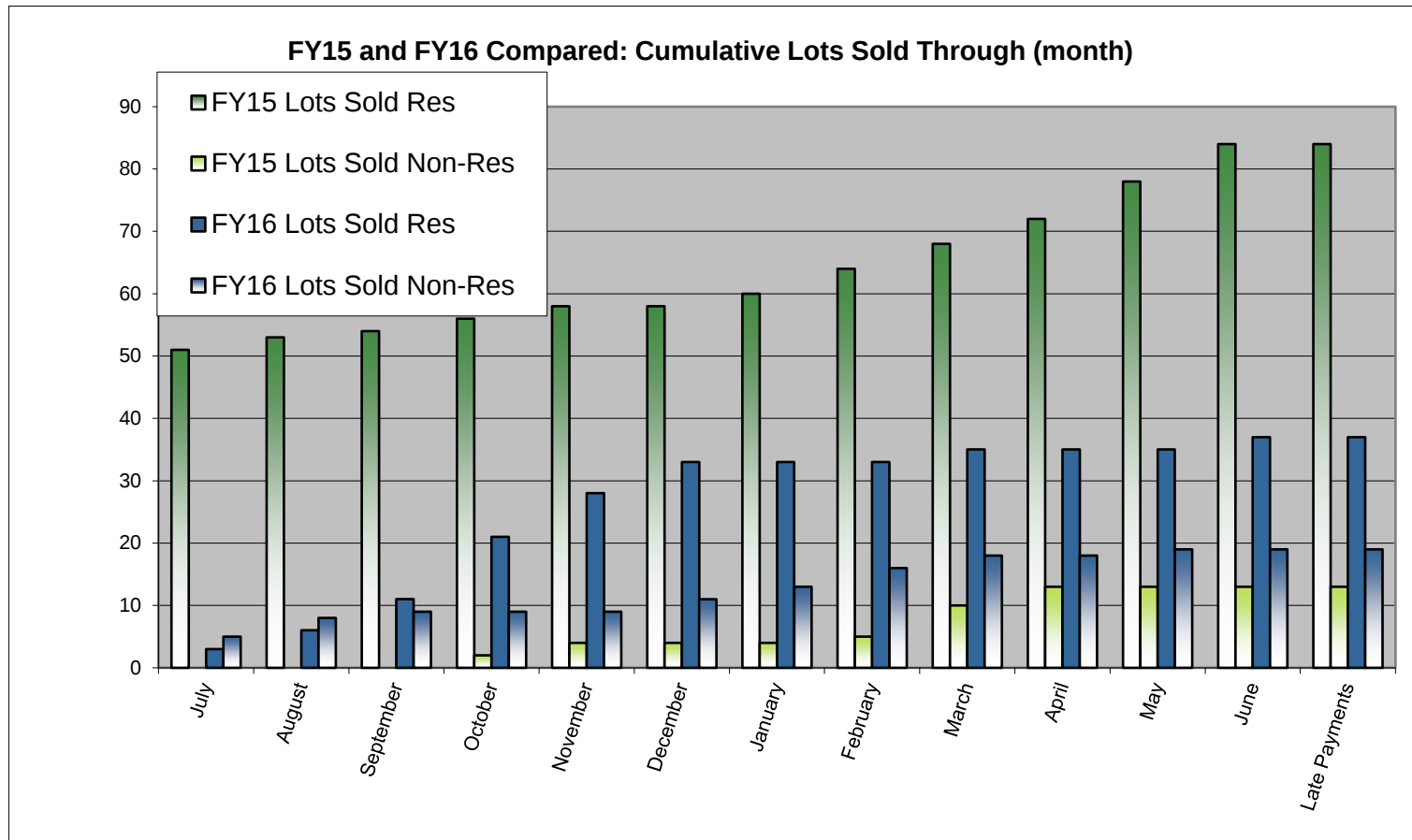
Burlington Cemetery Division: FY15 and FY16 Cumulative Totals Compared



Monthly Income and Lot Sales are based on check deposit date; Interment is based on actual date of interment.

7/12/2016

Burlington Cemetery Division: FY15 and FY16 Cumulative Totals Compared



Revenue Ledger Summary Listing

From Date: 7/1/2015 - To Date: 6/30/2016

Late Payments of \$280 not yet included.

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Actual
G/L Account Number: 101-23-100-239.4275 Rent & Lease						Fiscal Year To Date:	\$0.00	\$0.00
			Month Total:	July 2015			\$5,000.00	\$0.00
			Month Total:	May 2016			\$0.00	\$550.00
			Month Total:	June 2016			\$0.00	\$200.00
			Account Total:	Rent & Lease			\$5,000.00	\$750.00
G/L Account Number: 101-23-100-239.4310 Sales Of Cemetary Lots						Fiscal Year To Date:	\$0.00	\$0.00
			Month Total:	July 2015			\$40,000.00	\$18,715.00
			Month Total:	August 2015			\$0.00	\$7,125.00
			Month Total:	September 2015			\$0.00	\$9,595.00
			Month Total:	October 2015			\$0.00	\$14,534.00
			Month Total:	November 2015			\$0.00	\$8,075.00
			Month Total:	December 2015			\$8,500.00	\$5,272.00
			Month Total:	January 2016			\$0.00	\$2,280.00
			Month Total:	February 2016			\$0.00	\$3,420.00
			Month Total:	March 2016			\$0.00	\$2,802.00
			Month Total:	May 2016			\$0.00	\$1,140.00
			Month Total:	June 2016			\$0.00	\$2,374.00
			Account Total:	Sales Of Cemetary Lots			\$48,500.00	\$75,332.00
G/L Account Number: 101-23-100-239.4315 Burials						Fiscal Year To Date:	\$0.00	\$0.00
			Month Total:	July 2015			\$60,000.00	\$7,000.00
			Month Total:	August 2015			\$0.00	\$8,800.00
			Month Total:	September 2015			\$0.00	\$6,000.00
			Month Total:	October 2015			\$0.00	\$3,700.00
			Month Total:	November 2015			\$0.00	\$3,500.00
			Month Total:	December 2015			\$0.00	\$5,800.00
			Month Total:	January 2016			\$0.00	\$3,800.00
			Month Total:	February 2016			\$0.00	\$1,400.00
			Month Total:	March 2016			\$0.00	\$5,250.00
			Month Total:	April 2016			\$0.00	\$4,300.00
			Month Total:	May 2016			\$0.00	\$4,800.00

					City of Burlington, VT										
			Revenue Ledger Summary Listing												
						From Date: 7/1/2015 - To Date: 6/30/2016				Late Payments of \$280 not yet included.					
			Month Total:			June 2016						\$0.00	\$5,400.00		
			Account Total:			Burials						\$60,000.00	\$59,750.00		
G/L Account Number: 101-23-100-239.4330 Foundations						Fiscal Year To Date:					\$0.00	\$0.00			
			Month Total:			July 2015						\$0.00	\$0.00		
			Month Total:			August 2015						\$0.00	\$30.00		
			Month Total:			September 2015						\$0.00	\$200.00		
			Month Total:			October 2015						\$0.00	\$145.00		
			Month Total:			November 2015						\$0.00	\$110.00		
			Month Total:			May 2016						\$0.00	\$130.00		
			Month Total:			June 2016						\$0.00	\$100.00		
			Account Total:			Foundations						\$0.00	\$715.00		
G/L Account Number: 101-23-100-239.4600_130 Fees For Services Miscellaneous						Fiscal Year To Date:					\$0.00	\$0.00			
			Month Total:			July 2015						\$2,000.00	\$500.00		
			Month Total:			August 2015						\$0.00	\$500.00		
			Month Total:			September 2015						\$0.00	\$200.00		
			Month Total:			October 2015						\$0.00	\$1,100.00		
			Month Total:			November 2015						\$0.00	\$250.00		
			Month Total:			December 2015						\$0.00	\$100.00		
			Month Total:			January 2016						\$0.00	\$700.00		
			Month Total:			February 2016						\$0.00	(\$100.00)		
			Month Total:			May 2016						\$0.00	\$150.00		
			Month Total:			June 2016						\$0.00	\$500.00		
			Account Total:			Fees For Services Miscellaneous						\$2,000.00	\$3,900.00		
G/L Account Number: 101-23-100-239.4950 Donations						Fiscal Year To Date:					\$0.00	\$0.00			
			Month Total:			December 2015						\$0.00	\$150.00		
			Account Total:			Donations						\$0.00	\$150.00		
G/L Account Number: 101-23-100-239.4990 Interfund Transfer Proceeds						Fiscal Year To Date:					\$0.00	\$0.00			
			Month Total:			July 2015						\$20,000.00	\$0.00		
			Month Total:			March 2016						\$0.00	\$9,499.17		
			Account Total:			Interfund Transfer Proceeds						\$20,000.00	\$9,499.17		
			Program Total:			Cemeteries						\$135,500.00	\$150,096.17		
			Division Total:			Parks						\$135,500.00	\$150,096.17		

Revenue Ledger Summary Listing

From Date: 7/1/2015 - To Date: 6/30/2016

Late Payments of \$280 not yet included.

G/L Account Number: 501.4825_155 Interdepartmental Interest on Pooled Cash		Fiscal Year To Date:		\$0.00	\$0.00
Month Total:	July 2015			\$0.00	\$0.00
Month Total:	August 2015			\$0.00	\$0.00
Month Total:	September 2015			\$0.00	\$0.00
Month Total:	October 2015			\$0.00	\$0.00
Month Total:	November 2015			\$0.00	\$0.00
Month Total:	December 2015			\$0.00	\$0.00
Month Total:	January 2016			\$0.00	\$0.00
Month Total:	February 2016			\$0.00	\$0.00
Month Total:	March 2016			\$0.00	\$0.00
Account Total:	Interdepartmental Interest on Pooled Cash			\$0.00	\$0.00
G/L Account Number: 501-00-000.4290 Perpetual Care Bonds		Fiscal Year To Date:		\$0.00	\$0.00
Month Total:	July 2015			\$0.00	\$985.00
Month Total:	August 2015			\$0.00	\$375.00
Month Total:	September 2015			\$0.00	\$505.00
Month Total:	October 2015			\$0.00	\$766.00
Month Total:	November 2015			\$0.00	\$425.00
Month Total:	December 2015			\$0.00	\$278.00
Month Total:	January 2016			\$0.00	\$120.00
Month Total:	February 2016			\$0.00	\$180.00
Month Total:	March 2016			\$0.00	\$148.00
Month Total:	May 2016			\$0.00	\$60.00
Month Total:	June 2016			\$0.00	\$126.00
Account Total:	Perpetual Care Bonds			\$0.00	\$3,968.00
G/L Account Number: 501-00-000.4700 Interest / Investment Income		Fiscal Year To Date:		\$0.00	\$0.00
Month Total:	August 2015			\$0.00	\$83.29
Month Total:	September 2015			\$0.00	\$16.99
Month Total:	October 2015			\$0.00	\$66.85
Month Total:	November 2015			\$0.00	\$16.99
Month Total:	January 2016			\$0.00	\$67.40

						City of Burlington, VT						
						Revenue Ledger Summary Listing						
						From Date: 7/1/2015 - To Date: 6/30/2016					Late Payments of \$280 not yet included.	
						Month Total: March 2016				\$0.00	\$49.31	
						Month Total: April 2016				\$0.00	\$16.99	
						Account Total: Interest / Investment Income				\$0.00	\$317.82	
						G/L Account Number: 501-00-000.4705 Unrealzd Gain/Loss-Invest		Fiscal Year To Date:		\$0.00	\$0.00	
						Month Total: October 2015				\$0.00	\$2,122.50	
						Month Total: November 2015				\$0.00	(\$2,122.50)	
						Account Total: Unrealzd Gain/Loss-Invest				\$0.00	\$0.00	
						G/L Account Number: 501-00-000.4825_155 Interdepartmental Interest on Pooled Cash		Fiscal Year To Date:		\$0.00	\$0.00	
						Month Total: July 2015				\$0.00	\$210.04	
						Month Total: August 2015				\$0.00	\$214.97	
						Month Total: September 2015				\$0.00	\$208.05	
						Month Total: October 2015				\$0.00	\$108.83	
						Month Total: November 2015				\$0.00	\$2.59	
						Month Total: December 2015				\$0.00	\$2.76	
						Month Total: January 2016				\$0.00	\$2.84	
						Month Total: February 2016				\$0.00	\$2.67	
						Month Total: March 2016				\$0.00	\$1.85	
						Account Total: Interdepartmental Interest on Pooled Cash				\$0.00	\$754.60	
						Division Total: Admin				\$0.00	\$5,040.42	
						Department Total: Non-Departmental				\$0.00	\$5,040.42	
						Fund Total: Perpetual Care				\$0.00	\$5,040.42	
						Grand Total:				\$135,500.00	\$155,136.59	

Cemetery Commission Meeting Minutes

Meeting Date: July 7, 2016, 4:30 pm

Commissioners Present: Rita Church, Allison Curran, Emily Swift, Donna Waldron

Staff Present: Anne D’Alton, Cemetery Office Assistant

Attachments: Accounts Receivable FY16, Monthly Totals
Accounts Receivable FY15 & FY16, Cumulative Totals
Revenue Report from New World

Mtg. was started at 4:32 by Chair Donna Waldron.

I. Approval of Agenda

A. Rita Church moved to approve the Agenda; Allison Curran seconded, all approved.

II. Approval of Minutes from May 12, 2016 Meeting

A. Church moved to approve, Emma Swift seconded; all approved.

III. Old Business

A. Infant burial fees.

1. Barry Trutor was going to talk to Father Crabb at the Hospital’s Spiritual Care Department, but he has not notified the Commission about this meeting, and is no longer on the Commission.
2. Waldron suggested the Commission make a decision about this issue, and suggested that we start charging the usual burial, overtime and tent rental fees.
3. Church indicated that originally she was not in favor of charging, but has changed her mind in light of the discussions at the Commission meetings.
4. Swift asked if the family would have to pay—although we cannot predict whether or not the hospital will pass on the fees to the family, the commissioners don’t believe they would.
5. Annie D’Alton informed the commission that the contact person who used to schedule the burials apparently retired, and Father Crabb, that person’s supervisor, was the temporary contact person. He has been notified several times over the past months that the lot they’ve been using is full, so they’ll need to purchase a new lot if they plan to have more burials, but he hasn’t responded. Swift suggested the Cemetery Office write a letter to the Spiritual Care Dept., informing them of the change to charge fees, in case that will have any bearing on their decision to purchase lots in the future. D’Alton said she would do this.
6. Swift moved to charge the standard fees for any future burials of comingled cremains of infants who died at the hospital. Church seconded; all in favor.



B. Organizations charging fees for events held at City-owned cemeteries.

1. Waldron proposes that any organization (non-profit or not) who charges admission for an event should donate 20% of their proceeds to the Cemetery Commission to use for monument repair. If any organization contacts the Cemetery Office to inform us that they would be holding an event in the City-owned cemeteries, the Office Assistant should write them a letter stating this new rule.
2. Swift asked if a flat fee would be better, in case visiting the cemeteries was just part of a larger event.
3. Church suggested consulting with Jesse Bridges to make sure the language of the letter is consistent with whatever the Parks, Recreation and Waterfront Department is using for similar situations.

C. Art Cohn and headstone repair.

1. Waldron indicated Trutor may have contacted Art Cohn, but did not provide any information, so this item was tabled.

IV. New Business

A. Greenmount Tree Walk

1. Well-attended, many first-time visitors, combining information about trees and cemetery occupants made it very interesting. Waldron hopes to work with Branch Out Burlington again, perhaps at Lakeview next June.

B. Cemetery Annual Report

1. Trutor was going to write up a summary of what the Commission has accomplished over the past year, but he did not submit this.
2. Waldron asked Lori Olberg at the Clerk's Office what the deadline is, but she didn't know. Waldron will contact Bridges.

C. Election of Chair for FY17.

1. Church nominated Waldron as Chair, Allison Curran as Vice-Chair. Both accepted nomination. Church moved, Swift seconded, all in favor.
2. Waldron indicated that having some continuity in Commission appointments is helpful.
3. Church thanked Waldon and Curran for their interest, enthusiasm and work.

V. Superintendent's Items - none

VI. Commissioner's Items

A. Greenmount monument repair

1. Trutor emailed Waldron that he intends to repair markers at Greenmount, using materials he purchased with the grant he got from the Vermont Old Cemetery Association. Neighbor Nancy Kirby has agreed to let him use water.
2. Waldron will contact VOCA to find out if the \$700 grant Trutor got was in his name, so the Commission has no responsibility for overseeing it.
3. D'Alton wondered if Trutor is attempting to contact lot owners before working on markers. Curran suggested that although cleaning is a matter of personal preference, repairing and righting markers would probably fall under the category of maintaining the beauty of the Cemetery, so permission may not be required.



B. Keeping Commission activity momentum going

1. Waldron asked that all Commissioners think about what they'd like to achieve, and make proposals to be discussed & chosen at the next meeting.
2. Church suggested sending a thank-you letter to Barry Trutor. Waldron asked her to write it, and she will review and give to D'Alton to print & send.

VII. Office Report

A. FY16 Accounts Receivable

1. D'Alton presented the attached revenue summaries, noting the following:
 - ◆ The larger-than-typical resident lot sales in FY15 was due to one unusually large purchase, so although FY16's resident lot sales looks low, this is just in comparison.
 - ◆ Even though FY16 lot sales were lower than FY15, total income was comparable until Spring of 2016, when lack of casket storage income (possibly due to the mild winter—cemeteries that usually don't do winter burials may have done them) had a significant effect.
 - ◆ The reduction in casket (Full) burials may indicate an increase in the popularity of cremation, in which case burial is not required.
 - ◆ The Perpetual Care fund has been re-distributed into various accounts, and D'Alton is unable to understand how to track activity and totals—she will confer with Jason Gow at the Clerk's office for help.

VIII. Public Comment – no public in attendance.

IX. Adjournment

- A. Curran moved to adjourn at 5:45 pm, Church seconded, all in favor.

Next meeting: Thursday August 11, 2016, 4:30 pm at the Cemetery Office.