



Cemetery Commission Meeting Agenda

June 4, 2020, 4:30 PM

MEETING CONDUCTED VIA ZOOM (some commissioners present at 645 Pine St)

- I. Approval of Agenda
- II. Approval of Minutes from 11/21 Meeting
- III. Section 8 (Sophie Sauve)
- IV. Cemetery Lawn Care
- V. FY20 & FY21
- VI. Perpetual Care Fund
- VII. Volunteer Projects
- VIII. Commissioner Items
 - a. Wild Lakeview Project – Alexandra Millar
- IX. Public Comments
- X. Adjournment



Cemetery Commission Meeting Minutes

Meeting Date: Thursday, June 4, 2020, 4:30 pm

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

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

Public Present: Jon Stilan – LA Group, Ron Lyon – Dubois & King

Commissioners Not Present: Jennifer Diaz

Meeting was called to order at 4:48pm

I. Approval of Agenda

The agenda was moved and approved.

II. Approval of Minutes from 11/21/2019

The minutes were moved and approved.

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

BPRW Comprehensive Planner Sophie Sauve introduced the commission to Jon Stilan, explaining that LA Group is a firm that works exclusively in cemetery design. Stilan proceeded to take the commission through a PowerPoint presentation (see supporting documents), highlighting the various topographical and environmental elements of Section 8 and detailing the possibilities for burials in that area. Possible issues with development of Section 8 may include the location of the drainpipe and soil conditions. Those two issues are already being studied to ascertain their impact. Ron Lyon is hoping to collect soil samples from test pits dug by Jeff Shedd. Holli Bushnell informed him that the soil samples were ready and waiting for him on the porch of the Lakeview office.

The burial options for this section are extremely varied. The goal is to find a balance between traditional burials, in-ground cremation burials, and other options Lakeview currently does not have available. Of particular note were concepts for in-ground single urn cremation burials with individual markers (flat markers only), an Ossuary (underground water-tight vault for cremains. No markers would be provided for this option, but a memorial wall could be erected), and a custom built columbarium that could be pre-sold to cover the cost of production.

Overall reactions to the presentation were positive. Stilan and Sauve asked that the commission to review the material and provide feedback. Stilan hopes to have 2 concepts completed by the end of June or early July with rough cost estimates. Those concepts will be provided to the commission and they will be able to select elements they like. The final concept will be completed by late July or early August.

IV. Cemetery Lawn Care

Cindi Wight provided the commission with an update on our staffing situation. With the hiring freeze and the temporary unavailability of individuals serving community service, mowing and other



landscape upkeep has become a full time priority for two remaining outdoor staff members, Shedd and Steven Bachand. To that end, mowing and landscaping efforts at Elmwood and Greenmount have been dropped and the focus has been put entirely onto Lakeview. While mowing continues daily staff is unable to keep to the extremely high standard that has been set in the past. They continue to do their best to keep Lakeview beautiful.

V. FY2020 & FY2021

Elaborating on some of the items discussed in the previous item, Wight explained that there has been a drop in cemetery lot sales which means less revenue. As Lakeview was closed to burials over the winter months revenue was also lost there. Additionally, the COVID-19 city-wide hiring freeze means no seasonal employees will be hired this summer. Additionally, the contract with the department of corrections has been cancelled in an effort to save money and reduce the budget for the current and future fiscal year. The hope is we will be able to take on seasonal employees next summer. We also hope to open for winter burials at a higher rate to compensate for rough conditions.

VI. Perpetual Care Fund

\$15,000 of interest from the Perpetual Care Fund has been allocated in the 2021 budget towards professional and consulting services. These funds will go directly towards the development of Section 8. Alexandra Millar moved to approve the allocation of funds, Nancy Kirby seconded, and all commissioners present approved the allocation and use of these funds.

Rita Church requested that the commission review the use of perpetual care fund interest on a yearly basis. All commissioners were amenable to this request. Wight suggested that the commission request that Rich Goodwin and Darlene Bayko attend a meeting over the winter to provide the commissioners with an update on the status of our CDs and the maturity of investments.

VII. Volunteer Projects

Bushnell requested that Kirby provide the commission with an update on the volunteers at Greenmount. During the shutdown/stay at home orders, many individuals in the Old East End have taken up the care of Greenmount. Helmed by Kirby herself along with Jason Stuffle, the group which consists primarily of veterans and Greenmount neighbors has been handling the mowing and trimming as well as fixing flags for veterans that had ripped and cleaning gravestones.

Bushnell reports that Kate Berdan, a UVM student with experience in cemetery preservation, has been cleaning stones at Elmwood during the shutdown. Kate provided the Greenmount volunteers with a lesson in how to clean antique stones and Stuffle, Kirby, and crew have, as of the meeting, cleaned around fifty stones. Seven Days plans to do a piece on Stuffle and the volunteers.

VIII. Wild Lakeview Project

Millar reports that, though UVM was forced to shut down and send students home, the students working on the Wild Lakeview Project were able to gather more information on the wildlife at Lakeview via game cameras and observation before the shutdown. The hope is to continue the project and perhaps expand it to the other city cemeteries.

IX. Public Comments

No public comments were made at this time.

X. Adjournment



Kirby moved to adjourn, Church seconded, all were in favor. The meeting was adjourned at 6:57pm. The next meeting will be held via zoom and in person at 645 Pine St on July 16, 2020 at 4:30pm

DRAFT



Lakeview Cemetery Section 8 Design & Layout

City of Burlington, VT
Parks, Recreation & Waterfront
June 2020

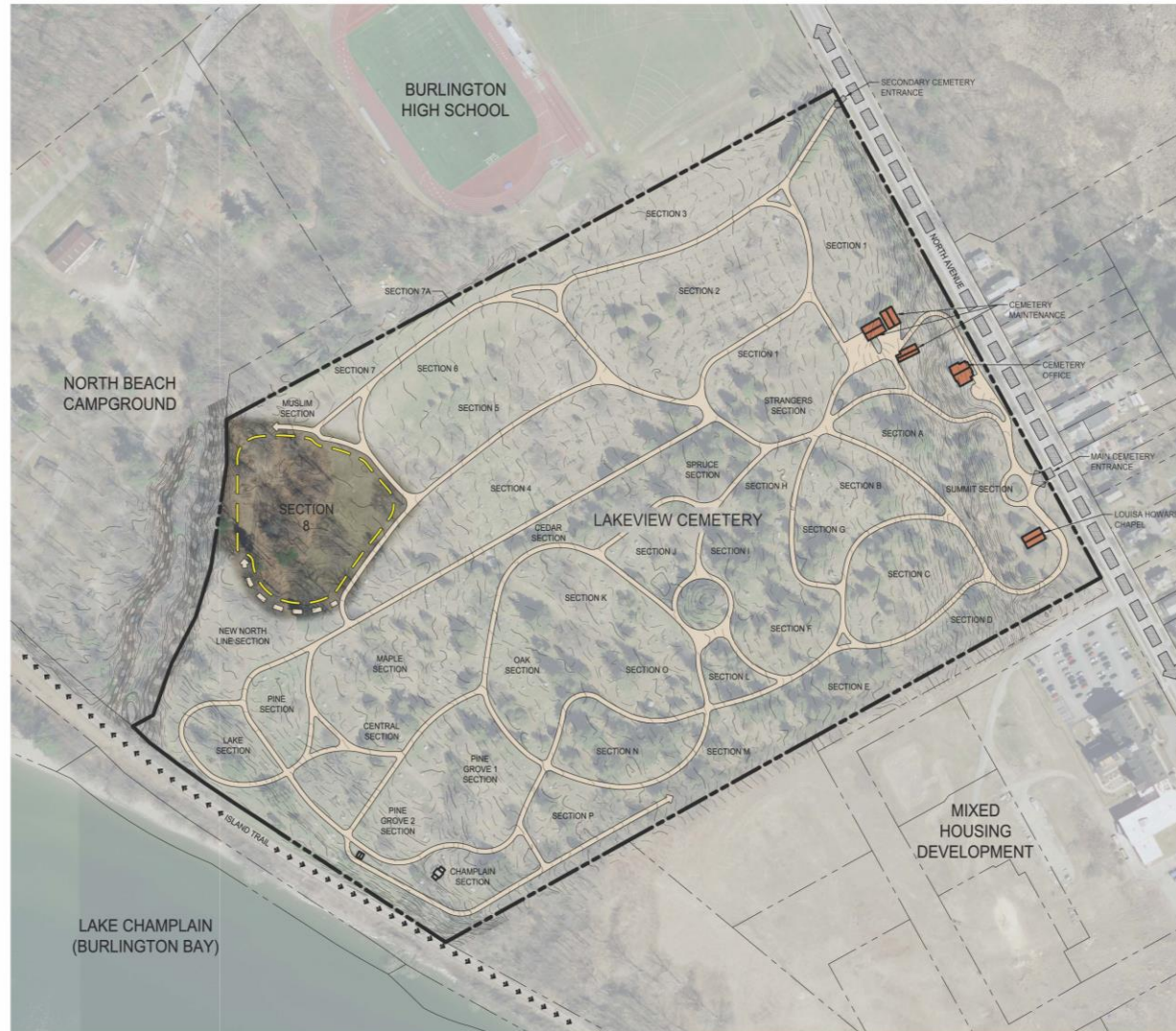
Prepared by,
The LA Group and DuBois & King

Agenda:

- Introduction, Project Overview, Goals & Objectives
- Cemetery Assessment & Key Findings
- Burial Considerations
- Next Steps / Discussion

Project Overview

Lakeview Cemetery



Project Goals & Objectives

1. Develop a plan for the immediate and long-term development of Section 8.
2. Provide a variety of burial options to meet the demands of a diverse group of users with varied socioeconomic backgrounds.
3. Balance burial yields with quality design, site/environmental factors, historical contexts and current market conditions.
4. Provide flexibility so that the City is able to adapt to changing market demands if necessary.

Cemetery Assessment & Key Findings

Site Analysis



Site Analysis



Site Analysis



Site Analysis



Site Analysis



Soils & Drainage

National Cooperative Soil Survey Report

- Soils are predominantly Adams and Windsor loamy sands.
 - 80"+ depth to restrictive features
 - 80"+ depth to water table
 - Somewhat excessively drained
 - Low runoff
- Extreme northern portion of the section includes Munson and Raynham silt loams.
 - 80"+ depth to restrictive features
 - 0"-24" depth to water table
 - Somewhat poorly drained
 - High runoff

Soils & Drainage Continued

Test Pits

- Test Pit #1 (Section 6) – Noticeable clay/silty soils indicative of the Munson and Raynham silt loams.
- Test Pit #2 (Section 8) – More granular/sandy soils consistent with Adams and Windsor loamy sands with some finer silts.
- Coordinating w/Cemetery to conduct additional test pits to confirm subsurface conditions.
- Prior exploratory digging within Section 8 by Cemetery Staff several years ago seemed to indicate favorable soil/drainage conditions throughout Section 8.



UVM Wildlife Recommendations

- Numerous small mammal and avian species observed within the cemetery. No endangered or species of special concern specifically identified in the study.
- While no observed denning sites, Section 8 and the overall Cemetery provide valuable wildlife habitat.
- With numerous unique plant materials introduced over the years, the cemetery is a hub of plant bio-diversity within the surrounding area.
- Retain existing mast species such as Oak and Spruce, and introduce Northern White Cedar.

UVM Wildlife Recommendations

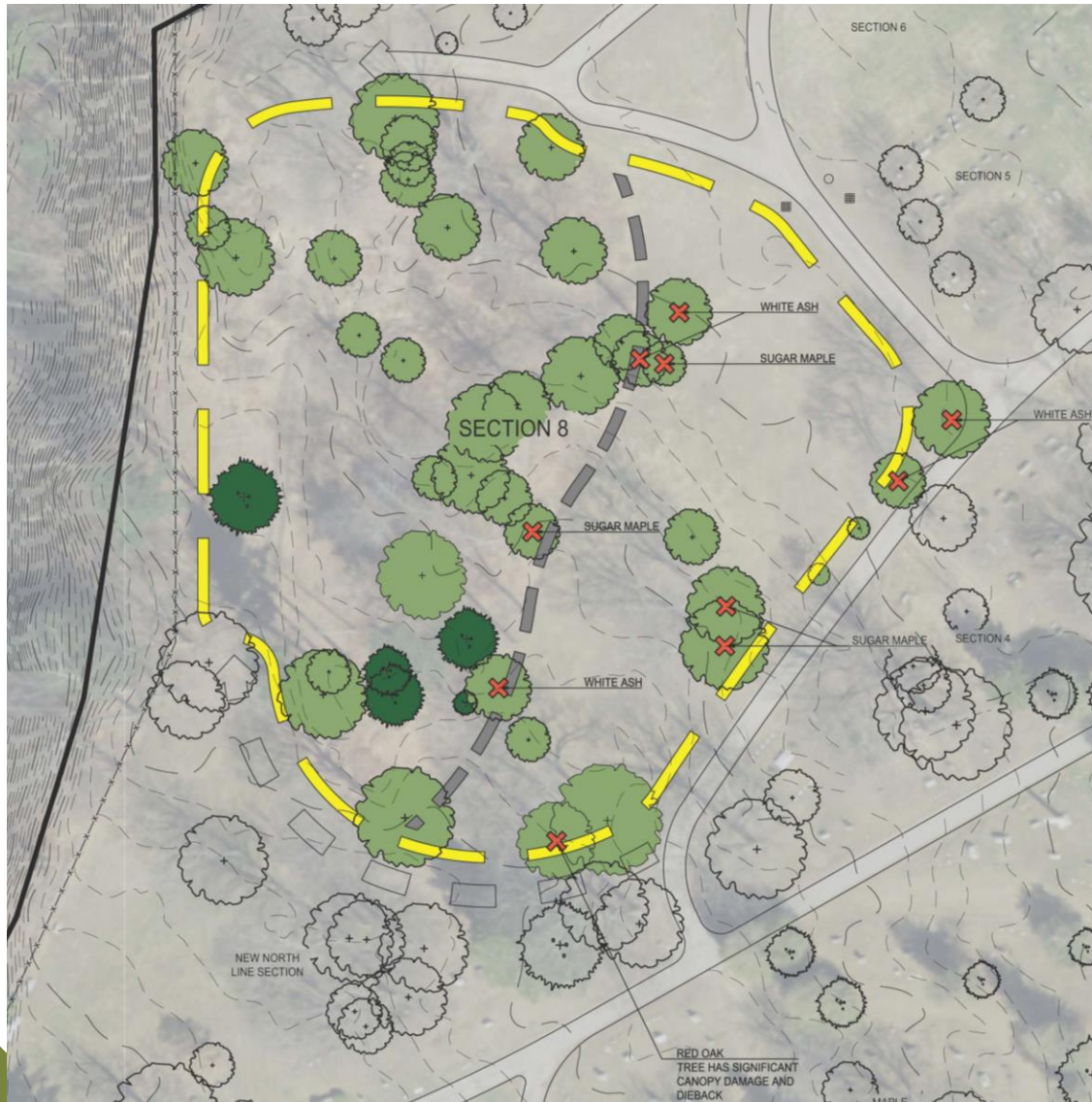
Mast species within Section 8



Phase I Tree Removals

- The City's Arborist has been consulted regarding the short- and long-term health of trees within Section 8.
- Trees that are generally in poor health (regardless of species) within the development area should be removed.
- In accordance with current City practice, ash trees should be removed due to the invasive emerald ash borer.
- Sugar maples do not tolerate disturbance and will likely not survive development within Section 8 and should therefore be proactively removed.
- Trees within the Phase II area should be reevaluated in the future prior to development.

Phase I Tree Removals



Current Burials

- Traditional Burial Plots (3.5' x 10')
 - 1 – Casketed Burial
 - 6 – Urn Burials
 - Monuments of 36"-width and 36"-height (48"-width for a companion plot)
- Cremation Garden Plot (2' x 2')
 - 1 – Urn Burial
 - Shared monument with engraved names
- Columbarium
 - 2 – Urn interments per niche
 - Engravings on individual niche covers

Current Burials



Current Burial Rates

Current Burial Rates			
Year	Full Burial	Cremation	Total
2012	41	66	107
2013	34	63	97
2014	45	65	110
2015	47	59	106
2016	30	58	88
2017	24	63	87
2018	27	63	90
2019	44	62	106
Total:	292	499	791
Avg./Year:	37	62	99
% by Type:	37%	63%	

Current Burial Capacity

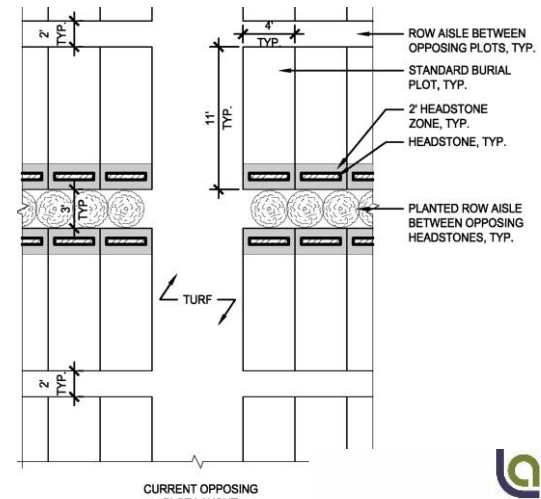
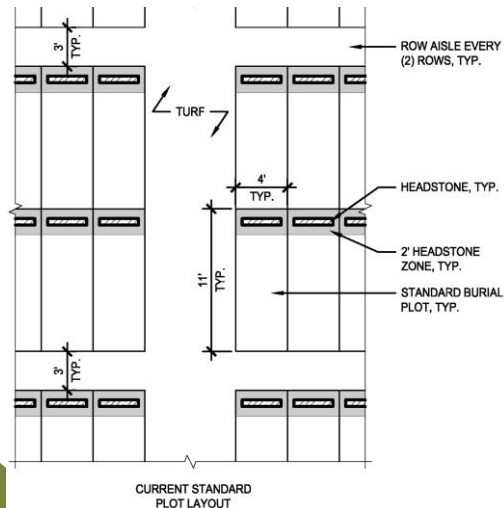
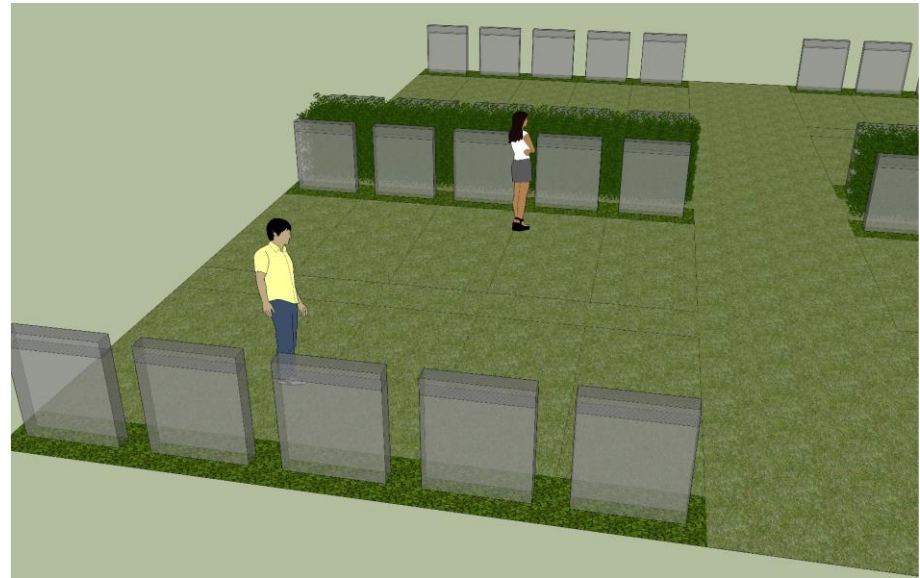
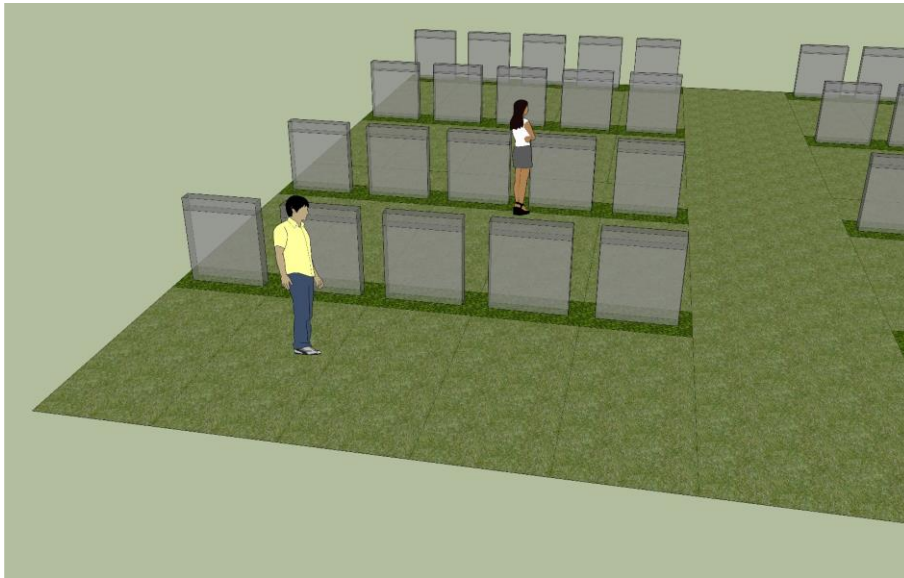
- Estimated maximum burial capacity of Section 8 is approximately **2,000 burial plots**
 - Based upon current burial standards
 - Assumes maximum development efficiency of traditional burial plots only
- Estimated operational life of Section 8 is approximately **20 years**
 - Based upon current burial rates
- Approximately 800 burials in Phase I Area and 1,200 burials in Phase II Area

Concepts will attempt to approach or exceed the above baseline while balancing site conditions, burial opportunities and design.

Burial Considerations

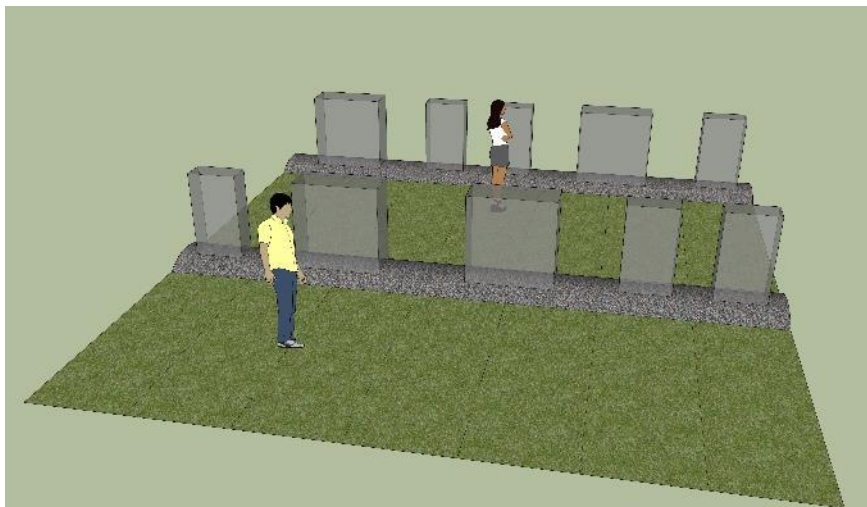
Burial Standards

Alternative Plot Layouts: Standard vs. Opposing

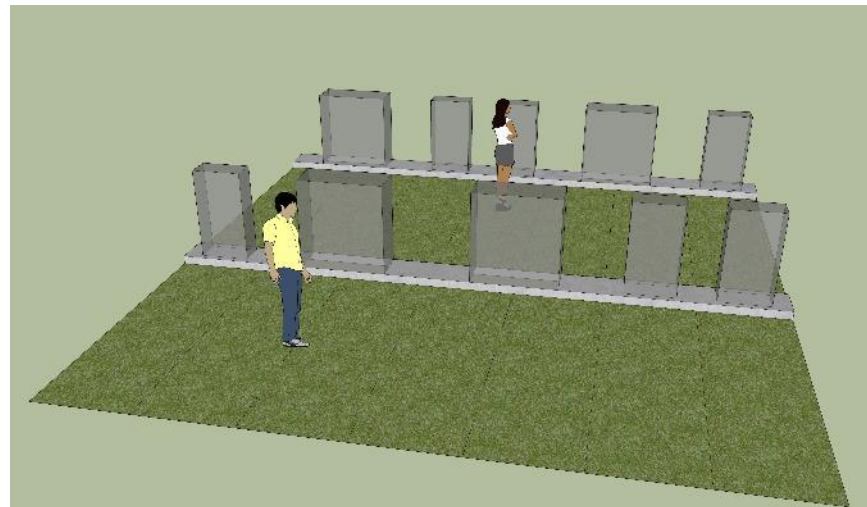


Burial Considerations

Alternative Monumentation Treatment



Linear Mulch Beds



Exposed Headstone Support Beam



Burial Considerations

Double-depth Crypts



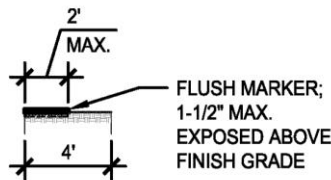
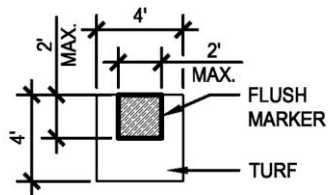
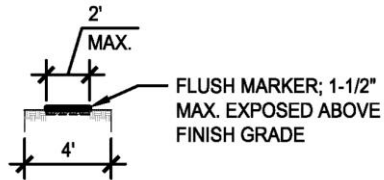
Burial Considerations

Cremation Only Plots

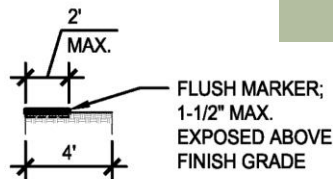
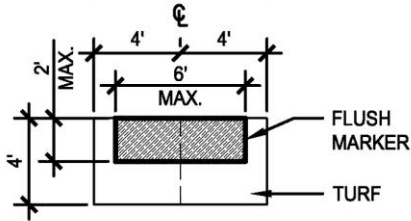
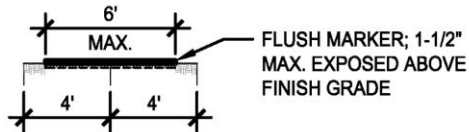


Burial Considerations

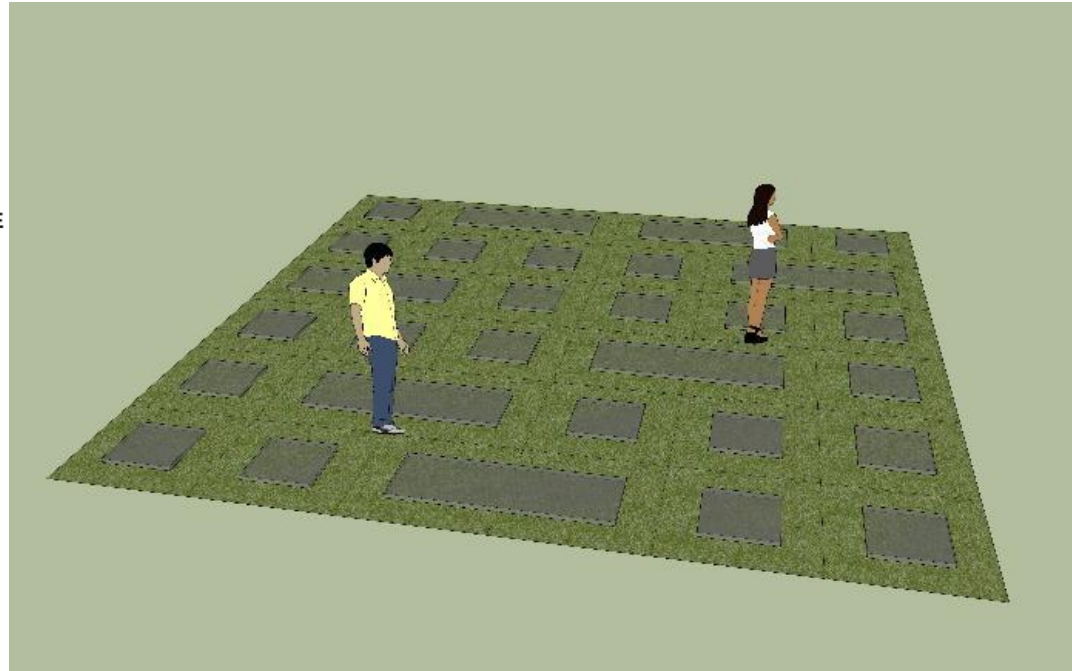
Cremation Only Plots



SINGLE CREMAIN PLOT
(FOR CONSIDERATION)



COMPANION CREMAIN PLOT
(FOR CONSIDERATION)



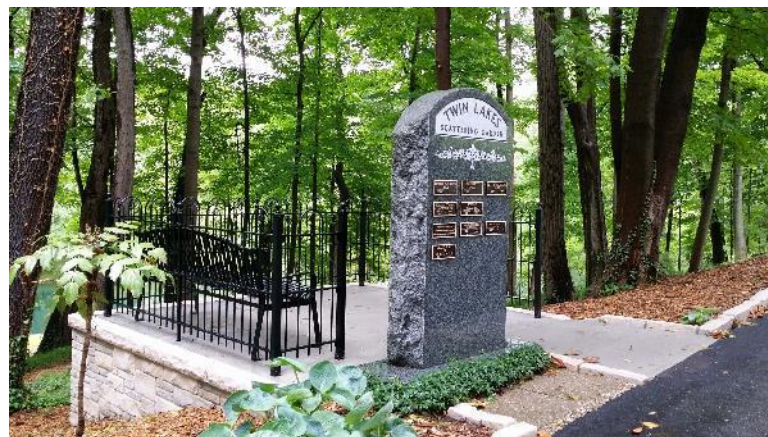
Burial Considerations

Cremation Garden (Existing)



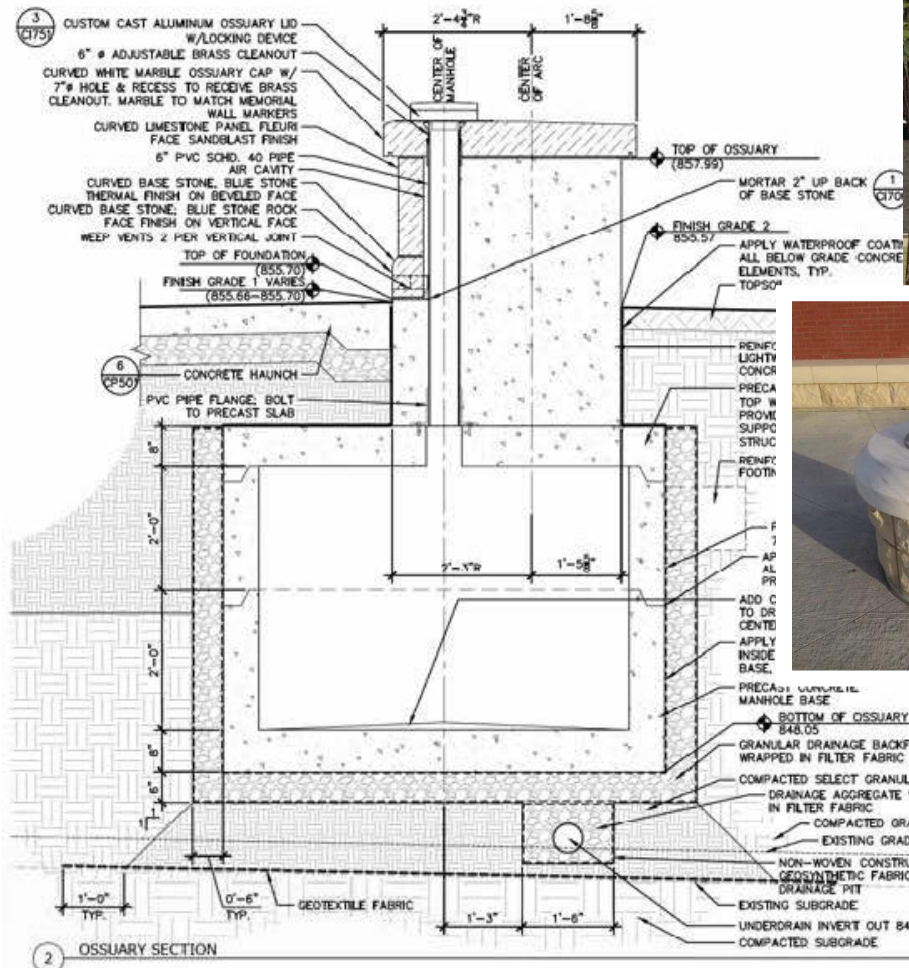
Burial Considerations

Scattering Garden



Burial Considerations

Ossuary



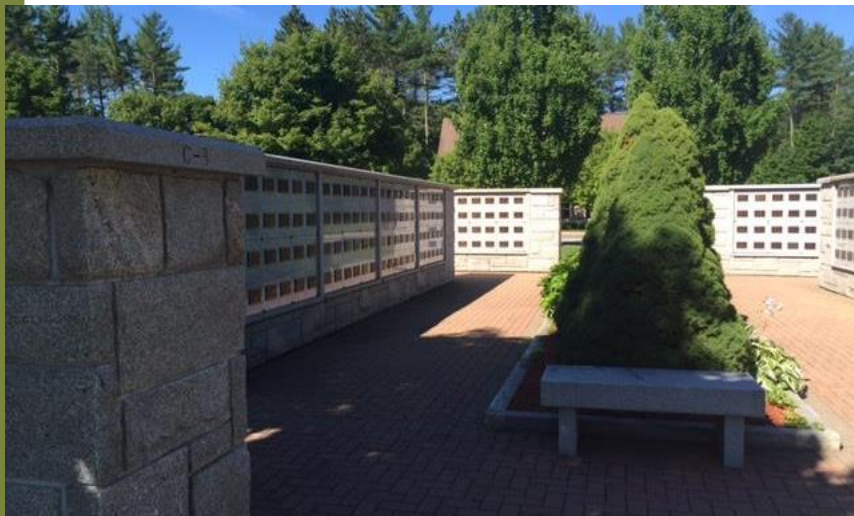
Burial Considerations

Columbarium – Pre-Fabricated (Existing)



Burial Considerations

Columbarium - Custom



Burial Considerations

Green Burials



Next Steps & Discussions