

Cemetery Commission Meeting Agenda

**Thursday, May 12, 2016, 4:30 PM
Lakeview Cemetery, 455 North Avenue**

- I.** Approval of Agenda.
- II.** Approval of Minutes from April 14, 2015 Meeting.
- III.** Old Business
 - A. Update by Barry Trutor on planning for this summer's preservation project at Greenmount.
 - B. Update by Barry Trutor on meeting with UVM Medical Center Pastoral Care re annual infant burial.
- IV.** New Business
 - A. A short discussion on annual report of the Cemetery Commission.
 - B. A short discussion on the impact of the Burlington College development on the Lakeview treeline (email from Jesse Bridges).
- V.** Superintendent's Items
- VI.** Commissioner's Items
 - A. Branch Out Burlington Greenmount Tree Walk planning
- VII.** Office Report
- VIII.** Public Comment
- IX.** Adjournment

Source: *Burlington weekly free press*. (Burlington, Vt.), 05 May 1904.
Chronicle America: *Historic American Newspapers*. Lib. of Congress.
<<http://chroniclingamerica.loc.gov/lccn/sn86072143/1904-05-05/ed-1/seq-5/>>

BURLINGTON CEMETERIES

Organization of Commission – Much Work Done at Green Mount

The board of cemetery commissioners composed of W. J. Van Patten, C. A. Hibbard and Howard Crane, have organized by electing Mr. Van Patten, chairman; Mr. Crane, secretary; R. S. Barstow, clerk; and M. Collins, superintendent.

The commissioners have a force of men at work on Green Mount cemetery beautifying the grounds and when the work is completed the cemetery will be much improved. A new entrance has been formed, brick pillars, trimmed with marble, having been placed on either side, an iron gate swinging between them. The pillars were designed by Architect W.R.B. Willcox and are tastefully decorated. A new iron fence has been erected along the line of Colchester avenue and the bank from the fence to the road is being graded and covered with sods. In rear of the fence a line of shrubbery is being planted.

Superintendent Collins has already laid out a number of beds of flowers with his usual good taste. Several of the trees which surrounded the Ethan Allen monument have been taken away and a fine view of the monument can now be had as the cemetery is approached. Many of the lots in the cemetery have been recently improved and the alterations make the cemetery a beautiful spot.

Subject FW: Annual Infant Burial Service
From Crabb, Jack <Jack.Crabb@uvmhealth.org>
To btrutor@burlingtontelecom.net <btrutor@burlingtontelecom.net>
Cc Crabb, Jack <Jack.Crabb@uvmhealth.org>
Date 17.04.2016 16:46

Burlington
Telecom

Mr. Trutor,

Sr Karen forwarded your email to her to me as Manager of Spiritual Care Department and the one with whom at the hospital you can speak with.

I look forward to our conversation.

Sincerely,

Fr. Jack Crabb, SJ
Manager of Spiritual Care
and Director of Clinical Pastoral Education
802-847-5026 Baird 225
Jack.crabb@uvmhealth.org
The University of Vermont Medical Center
111 Colchester Avenue (145BA1)
Burlington VT 05401
An interfaith department and program
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-----Original Message-----

From: Pozniak, Karen J.
Sent: Sunday, April 17, 2016 4:41 PM
To: Crabb, Jack
Subject: FW: Annual Infant Burial Service

-----Original Message-----

From: btrutor@burlingtontelecom.net [mailto:btrutor@burlingtontelecom.net]
Sent: Sunday, April 17, 2016 1:57 PM
To: Pozniak, Karen J.
Subject: Annual Infant Burial Service

Dear Sister Karen:

My name is Barry Trutor, I live in Burlington and I am a Burlington City Cemetery Commissioner.

The Cemetery staff has indicated to the Commission that the burial plot for infants is now full and a new plot is needed.
They have also indicated a desire to review the charges associated with the annual burial.

I was appointed at the Commissioner's meeting this week to approach the hospital and find facts.
I don't have all the facts from the Cemetery staff and I will be doing that, also.

The purpose of this email is to identify to whom I should be talking t the hospital on this subject.

Annie D'Alton

From: Jesse Bridges
Sent: Monday, May 02, 2016 12:34 PM
To: Donna Waldron; Annie D'Alton
Cc: Jeff Shedd; Allison Curran (acurranvt@gmail.com); Barry Trutor (btrutor@Burlingtontelecom.net); Lainey Rappaport (laineyrapp@yahoo.com); Rita Church (Rfc146@comcast.net)
Subject: RE: Cemetery Commission Meeting Draft Agenda - 5.12.16

The Burlington College Development is slated for sketch plan review shortly through the development process. As you may recall there is a 30 foot setback on the cemetery border in the development agreement as well as we now own the north western border as part of the City's acquisition. If the commission has specific questions on the tree line I can answer via email or at a later commission meeting.

Best,
Jesse



Jesse Bridges, MPA, CPRP
Director and Harbormaster
Burlington Parks, Recreation & Waterfront
645 Pine Street
Burlington, VT 05401
(802) 864-0123



@BTVparks

From: Donna Waldron [mailto:waldrondl@icloud.com]
Sent: Sunday, May 01, 2016 11:50 AM
To: Annie D'Alton
Cc: Jesse Bridges; Jeff Shedd; Allison Curran (acurranvt@gmail.com); Barry Trutor (btrutor@Burlingtontelecom.net); Lainey Rappaport (laineyrapp@yahoo.com); Rita Church (Rfc146@comcast.net)
Subject: Re: Cemetery Commission Meeting Draft Agenda - 5.12.16

Hi Annie,
Who will be discussing the tree line? Knowing that Jesse will not be in attendance, will it be Deryk. Glad it will be short as the planning for the tree walk does necessitate a good chunk of time.
Thanks so much,
Donna

Barry will be getting in touch!

Sent from my iPad

On Apr 29, 2016, at 9:31 AM, Annie D'Alton <adalton@burlingtonvt.gov> wrote:

Hi All:
Here's the draft agenda. I will post it Thursday, May 5, so please let me know of any changes before then.

Questions from Commissioner Barry Trutor concerning Infant Burials at Lakeview Cemetery
Posed at May 12, 2016 Cemetery Commission Meeting

1. Section and Lot?

- ◆ 1981-1998: Section 4, Lot 33
- ◆ 1999-2015: Section 5, Lot 325

2. Do lots have markers?

- ◆ Yes

3. What is reason we are out of space?

- ◆ The Cemetery allows up to 6 urn burials per single-grave lot. We have managed to fit 16 in the 2-grave lot in Section 5, which is more than we normally allow. There is no space left in this lot.

4. How many fetal remains can be buried in a plot?

- ◆ The Cemetery is not informed of the number of individual infants whose cremains are included in the box that is interred each year. Again, The Cemetery allows up to 6 urn burials per single-grave lot.

5. What form does the burial container take?

- ◆ Dimensions have not been recorded every year, but at least for a few years it has been a box 27"x9"x12".

6. What is involved in the burial?

- ◆ Tent is set up at no charge (current charge=\$150); the usual urn burial routine (chairs provided at no charge, hole dug, greens cover dirt, table set up for urn, shovel provided in case people want to follow the tradition of placing a shovelful of dirt in the grave).

7. Who prepared the plot?

- ◆ Cemetery staff members are the only ones authorized and responsible to dig graves and prepare the site for every burial done in City-owned cemeteries.

8. How much does that cost?

- ◆ Current charge for urn burials: \$500 Monday-Friday until 2:00 pm; \$700 Saturdays & Holidays until 2:00 pm; \$100/hour extra after 2:00 pm. Burials have been at no charge since 2006.

9. What are the requirements for personnel on burial day?

- ◆ Staff needs to be present to direct people to the lot, open the office if anyone needs to use the rest room, stand by during the burial, then fill the hole and put away supplies after people leave.



10. Saturday is overtime?

- ◆ Yes.

11. Tent? Chairs?

- ◆ Yes.

12. What is the total expense for what we have been providing?

- ◆ The last burial was Thursday, August 5, 2015 at 4:00 pm. The standard charge would be \$500 plus \$200 overtime, plus \$150 for tent: \$850.

13. Are the parents invited?

- ◆ The Cemetery is not involved with invitations to burials.

14. Is the public invited?

- ◆ The Cemetery is not involved with invitations to burials.

15. How much for a new lot?

- ◆ The current price is \$700 for a single-grave lot.

Cemetery Commission Meeting Minutes

Meeting Date: May 12, 2016, 4:30 pm

Commissioners Present: Rita Church, Allison Curran, Lainey Rappaport, Barry Trutor, Donna Waldron

Staff Present: Anne D’Alton, Cemetery Office Assistant

Attachments: Reprint from May 5, 1904 Burlington Weekly Free Press
Emails between Barry Trutor and Fr. Jack Crabb, UVM Medical Center
Questions & Answers re Infant Burials
Email from Jesse Bridges re Burlington College Development plan

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 April 14, 2016 Meeting

A. Lainey Rappaport moved to approve, Barry Trutor seconded; unanimously approved.

III. Old Business

- A. Greenmount monument preservation project
1. Trutor will meet with Jim LaBarge to map out what materials are needed, to be purchased with grant from Vermont Old Cemetery Association. Repair work will be demonstrated during Branch Out Burlington tree walk in June.
 2. Trutor handed out reprint from 1904 newspaper, describing maintenance & repair activities performed by the cemetery board at Greenmount (then spelled Green Mount). This summer’s plan indicates the Commission’s renewed interest in beautifying Greenmount.
 3. Rappaport suggested contacting Liszt Restoration.
 4. Rappaport reported there are more broken stones at Elmwood, as well as trash, needles & vomit.
- B. Meeting with Pastoral Care re infant burials
1. Trutor has contacted Father Jack Crabb of UVM Medical Center’s Pastoral Care department via email, and they will meet to discuss infant burials.
 2. Trutor gave Annie D’Alton a list of questions to answer so he will be prepared for the meeting. D’Alton will email the answers to Trutor & the Commission asap.
 3. Trutor wants to be sure that we are following state statutes.

IV. New Business

- A. Cemetery Annual Report
1. Waldron asked Lori Olberg what the deadline was for submitting information to go into the annual report. Olberg replied only with a description of the content needed. Waldron will consult with Jesse Bridges when he gets back to work.



2. Trutor noted that information required as described in the Vermont State Statutes has not been included in the Cemetery annual report since he's been on the Commission, and feels this needs to be corrected. Commission should communicate their accomplishments to the City Council, reviewing the minutes for reminders--for example:
 - ◆ Maintaining the existence of the Cemetery Commission
 - ◆ Perpetual Care fund management improved & documented
 - ◆ Collaboration with Branch Out Burlington on Greenmount tree walk
 - ◆ Monument repair at Greenmount planned, grant received
 - ◆ Receipt of Preservation Burlington award
 3. Rita Church suggested reviewing the Annual Report from years past. D'Alton noted that the Library has a complete set in Local History.
- B. Impact of Burlington College Development plan on Lakeview Cemetery
1. Bridges sent email in his absence, reporting that there will be a sketch plan review soon, which should show the 30' setback, and noting that the west part of the land along the south border of the Cemetery is now managed by the Parks Department.
 - ◆ Trutor asked who owns the setback—he thinks it's the City, and he's concerned that there will be a bike path which will disrupt the tree buffer. This will be addressed to Jesse at next meeting.

V. Superintendent's Items - none

VI. Commissioner's Items

- A. Update on Greenmount cemetery/tree walk, Saturday, June 11, 2016.
1. Waldron described the schedule: Someone from *Branch Out Burlington!* will begin addressing the attendees. Waldron will then introduce the Commissioners and the Commission's mission. Then neighbor Nancy Kirby will describe her involvement as steward of Greenmount, and the walk will begin, taking 2 hours, including socializing afterwards, with cookies & lemonade provided by Kirby & her niece.
 2. The brochure being produced by BOB will include a brief history of Greenmount. Waldron asked Commission if they felt Commissioners should expand on this—Trutor and Allison Curran said Waldron should just read the paragraph in the brochure.
 3. Commissioner will walk with the group, stopping at trees and graves, where BOB and Commissioners will present information. If there are so many attendees that they need to split into 2 groups, Commissioners will wait at the grave site for the groups to come by.
 4. Presenters (Church will not be available to attend):
 - ◆ George Osborne, Buffalo Soldier - Curran
 - ◆ Edward John Phelps - Trutor
 - ◆ George F. Benedict - Trutor
 - ◆ David Smalley - Curran
 - ◆ George F. Edmunds - Waldron
 - ◆ Roger Enos - Waldron
 - ◆ Ethan Allen – Preservation Burlington representative
 - ◆ Mary Martha Fletcher – Rappaport



5. Concerns about having enough parking space: Waldron spoke to Jeff Shedd, who said cars may be parked in cemetery. Waldron will borrow orange cones from DPW; Trutor will arrive at 9:30 to help direct traffic. Commissioner and BOB will park at Kirby's (space for 7 cars). Suggest carpooling in advertising; Curran said Taft School lot should be available. Centennial Field lots not available due to State Baseball Championship being held.
- B. Waldron & Trutor sent the applications to continue as Commissioners to the City Council.
- C. Next Cemetery Commission Meeting set for Thursday, July 14, 4:30 pm, Cemetery Office.

VII. Office Report

- A. D'Alton reported that she has decided to seek a single full-time job instead of working ½-time at the Library and ½-time at the Cemetery. She has reported to Parks staff many times over the past few years that her position requires too much work for a half-time position, without results. So she has informed both Department Heads of this decision, hoping that one of them will expand her existing position to full-time.
 1. She described her view that it would be more beneficial to the City for her to work full-time at the Cemetery:
 - ◆ It has taken 8 years to acquire the institutional knowledge that has allowed her to identify the many, many projects that are needed to correct, complete, preserve and present online the Cemetery records. Making this information available online would reduce staff time responding to inquiries.
 - ◆ It is especially important to re-create the missing burial records for 1900-1905, so we can start giving people true information about burials during this time. This is a project that she feels is the responsibility of the City to complete.
 - ◆ At full-time, she would have the time to coordinate volunteers.
 2. Trutor suggested the Commission share its sentiments with Jesse at the next meeting on making the Office Assistant job full-time.
- B. Volunteers are scheduled to help honor all veterans known to be buried or memorialized at the three City-owned cemeteries by placing flags at their graves: Lakeview on Saturday, May 21, Elmwood on Wednesday, May 25, and Greenmount on Thursday, May 26.
 1. The Winooski High School History Class will be helping again, too, on Wednesday, May 18. Burlington College has generously allowed them to park their bus in the BC lot next door, and BC staff & professors are invited to help as well.

VIII. Public Comment

- A. *No public in attendance.*

IX. Adjournment

- A. Meeting adjourned at 5:59.