BURLINGTON
PARKS
CEMETERIES

Cemetery Commission Meeting Agenda

April 12, 2018, 4:30 PM

Lakeview Cemetery, 455 North Avenue

I. Approval of Agenda

II. Approval of Minutes from January 25th Meeting

III. Old Business
- A. Burlington Free Press Response
- B. Fees for Louisa Howard (including clean up)
- C. Cemetery Fence Update
- D. Memorial Day Flags
- E. Section Six Updates
- F. Meeting between Parks and Rec and Cemetery Commission

IV. New Business
- A. City Council Presentation/Letter Prep

V. Superintendent's Items

VI. Commissioner's Items

VIII. Public Comments

IX. Adjournment

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Cemetery Commission Meeting Minutes

Meeting Date: Thursday, April 12, 2018, 4:30 pm

Commissioners Present: Rita Church, Allison Curran, Lainey Rappaport, Francis (Tag) Taginski

Staff Present: Holli Bushnell, Cemetery Office Assistant
Deryk Roach, Parks Superintendent

Public Present: None

Attachments: None

Mtg. was started at 4:30 by Co-Chair Allison Curran

I. Approval of Agenda

A. Tag Taginski moved to approve; Lainey Rappaport seconded; all approved.

II. Approval of Minutes from January 25, 2018 Meeting

A. Taginski moved to approve; Rita Church seconded; all approved.

III. Old Business

A. **Burlington Free Press Response**

1. Curran emailed Jill Baird, Free Press staff member who emailed commission re: green burials article.
2. Response was published stating that, as Taginski reminded everyone last meeting, establishment of green burial practices is dependent upon changing the city ordinance regarding vault burial requirements. Decisions cannot be made until ordinance is changed or amended.
3. Curran shared that the individual who had originally expressed a desire to practice green burial has since passed away and was cremated.
4. Curran suggests that we discuss this issue further when we contact the city council (see IV.A).

B. **Fees for Louisa Howard (including Clean Up)**

1. Curran restated suggestion that the fees for chapel usage be increased to cover the cost of cleaning the space.
2. Church explained the current cleaning practices, stating that the Friends of Lakeview Cemetery provide a thorough cleaning before large events while cemetery supervisor Jeff Shedd provides light cleaning for smaller events (weddings, etc).
3. Church explained that the Friends of Lakeview Cemetery group will continue to clean for as long as they are able, but that in the future they will most likely need to consider hiring someone and increasing the usage fees to cover the cost.

4. Taginski asked the amount of time that goes into cleaning so that a fee might be estimated. Church explained that she is unsure of the time and cost for cleaning, but could probably find out.
5. Taginski suggested that if we request a cleaning crew from the Parks department a list of tasks to be completed would be preferable.
6. Church explained that the members of the Friends intend to continue with larger cleaning projects for as long as they are able and will request assistance from Jeff as needed.
7. Curran stated that the topic could be discussed again if the need arose.
8. Taginski suggested that determining a lump sum cost for cleaning would be a more effective method than billing after events for cleaning. Church agreed.

C. **Cemetery Fence Update**

1. Curran shared that there has not been an update on the replacement and repair of the cemetery fence since the last meeting.
2. Rappaport suggested that the issue be carried over until the next meeting so the topic could be further discussed with Cindi Wight. Curran agreed.
3. Taginski reminded everyone that Ron Wannamaker (who attended previous meeting) planned to contact the commission to further the project and assist in securing grant money. The estimated cost of the replacement fence/fence repair is $200,000.
4. Deryk Roach provided information concerning the city's capital plan. He stated that the plan is due next week and that all capital items need to be included in that plan. Rappaport reminded the group that the city has already granted the cemetery $75,000 for the project.
5. Curran shared that the estimated cost of $200,000 and the amount that needs to be raised by the cemetery may be modified depending on what materials end up being used and how much Eric Farrell and DPW are able to contribute. Rappaport mentioned that Farrell and DPW have agreed to support the project with a 5% monetary contribution, but what constitutes that 5% is still unknown. According to Curran, the cost of $200,000 was an estimate from the original fence company and a different company might provide a lower estimate.
6. Roach suggested that the estimate stay at $200,000 regardless of who is doing the work. All agreed that this was the best course of action. Roach will talk to Wight and insure that the placeholder of $200,000 for the fence is included in the capital plan/budget. Taginski hoped that Farrell would be able to provide assistance with the more difficult parts of this project. Roach agreed that would be the best course of action.
7. Church asked if the company who originally put the fence in was Vermont based. Roach said no.
8. Curran reiterated that the issue of the fence would be carried over to the next meeting agenda.

D. **Memorial Day Flags**

1. Curran asked if the flags for Memorial Day needed to be purchased with the support of the cemetery commission.
2. Holli Bushnell stated that, with the assistance of cemetery volunteer Deb Light, she is continuing the project started by Annie D'alton. She has 1,000 flags already on order to be delivered in late April/early May. She has contacted volunteers and intends to be available all three Saturday's in May before Memorial Day Weekend. Parks has been

invoiced for the flags. There is still PVC flag holders available from previous years and new sections do not need to purchased for the 2018 flagging project.

3. Church asked if the city has officially taken on the payment for the flags. Roach explained that the letters D'alton sent in previous years were met with approval by the city and that they intend to pay for the flags in the future. They are now a budget item.
4. Church pressed the importance of the flagging project this year in particular. She reminded everyone that the 100th anniversary of Armistice Day is coming up November 11th, and that the families of World War I veterans will be coming to pay their respects all year. Additionally, she informed the commission that the Friends will be using their fall event (tentatively scheduled for October, 10 2018) to pay tribute to WWI vets buried at Lakeview.
5. Bushnell suggested that WWI vets could be checked over the summer and in the fall to make sure their flags are on the graves. Student volunteers may be investigated to assist with this project.

E. **Section 6 Updates**

1. Curran shared that there is not a lot to update on the re-mapping of section 6 currently. Taginski reported that, according to Wight, the cost to re-survey, pin, and create a new design for the area with a specific focus on cremation (for increased capacity and reduced maintenance) would cost around $10,000. Roach stated that three bid responses are preferred for a project like this. He has not seen the proposal, but will investigate further to determine what still needs to be accomplished before the project can move forward. At this time Roach explained that funds are extremely tight right now, and securing the approval for any project is extremely competitive. Roach suggested that the initial proposal be passed along to the Parks department so that costs can be analyzed. This can be done internally without public comment.
2. The original company who surveyed section 6 will not be asked to survey the section again.

F. **Meeting between Parks and Rec and Cemetery Commission**

1. Wight has contacted Curran in regards to a potential meeting between the Parks and Cemetery commissions.
2. A time was discussed for potential meeting opportunities. Parks meetings tend to happen on the first Tuesday of the month. The meeting would probably happen at the primary parks location on Pine Street, and start between 5pm and 5:30pm, with 5:30pm reserved for public comment. Agendas are finalized the Wednesday before the meeting, so as long as the commission confirmed with Wight before then they could easily be included.
3. Taginski suggested that the commission hold a pre-meeting to set their agenda before meeting with Parks.
4. Ultimately, June was selected as an appropriate month to meet.

IV. Additional Items, Not on Agenda:

A. Taginski asked if there were other possible maintenance tasks or facilities issues that should be investigated. At this point Church introduced the issue of a removable ramp for open chapel events. Unfortunately portable ramps are not something the Parks department has on hand. Roach agreed to have Parks staff member Todd come down to look at what could be built and put in place before Memorial Day. The two determining factors for the ramp would be storage

and portability. At this time signage was also discussed, and images of the new signs for all three cemeteries were shared. Taginski stated that he previously suggested to Cindi that Burlington ordinances be added to the signs so legal action could be taken if need be. There has not been a response on this particular suggestion from Wight.

B. Church inquired as to possible repairs for the Lakeview office building. Roach responded that these are included in the capital plan for 2018. This includes shingles, siding, and small repairs. There are about 18 items being considered for work at the cemetery in 2018.

V. (Agenda Item IV.) New Business

A. City Council Presentation/Letter

1. Curran broached the debate between giving a presentation to the City Council as to our current projects and missions versus sending a letter to the City Council sharing the same information.
2. Rappaport spoke to Lori Olberg who suggested the commission write a letter and address it to the mayor and city councilors. She believes this is our best course of action at this time. This will ensure that when the commission does meet with the city council they are prepared for what we intend to present to them (finishing section 6, finding land on the south side of town for new cemetery, potential green burials).
3. Taginski stated that green burials should not be included in this letter as it is dependent upon changing the city ordinance. He also pointed out that our main focus right now should be using the land we have and pressing the importance of re-surveying section 6. Curran believes we should also call to attention the need for a new cemetery property. Rappaport agreed.
4. Curran reiterated that this letter should be an introduction, explaining who we are and what issues continue to arise in our realm (i.e. green burial/city ordinance issue, section 6, needing more land/a new cemetery on the south side of town)
5. Rappaport shared that she discussed possible land parcels with Brian Pine. He suggested a couple of possible locations (Beard Center, Oakledge Park). That said, it is still unclear as to how to survey either area to determine whether or not they are suitable (soil, space, etc…) for cemetery usage.
6. Roach shared that Plan BTV (Municipal Plan) is being updated and that we should contact Meagan Tuttle to see if there is anything included in the plan concerning cemeteries. She would be the right person to see if the city is considering future planning or see if there is any historical information concerning cemeteries. It would also put our needs on the city's radar. Taginski suggested that, once we have a handle on the current view of cemeteries in Plan BTV we could ask for cemetery studies and the re-surveying of section 6 to be included.
7. Roach also stated that we need to change the city council's support to change the city ordinance concerning vaulting. We can then work through the ordinance committee (sub-committee of the city council) to make the necessary changes.
8. Curran intends to email Meagan Tuttle with these questions.

VI. (Agenda Item V.) Superintendent's Items

No Superintendent's items were discussed.

VII. (Agenda Item VI.) Commissioner's Items

No Commissioner's items were discussed.

VIII. (Agenda Item VII.) Public Comment

A. Friends of Lakeview Cemetery Requests

1. Church brought several items of concern to the attention of the commission. First she discussed the concerns that the Friends have over a lack of security system at the Lakeview office. Rappaport interjected that with the influx of new families and individuals next door at Cambrian Rise, it is critical that we have good security. Roach assured her that a new security system is coming city wide. This system includes police monitoring, new door locks, video surveillance, and ID card entry. It will be implemented at all city buildings over the next few years. The timing for Lakeview cemetery is unknown, but we could find out.
2. At this time, in conjunction with the ID card discussion, Rappaport asked about parking passes. Roach shared that those passes are still available and that requests can be made. He will make a note and contact Wight.
3. Church next asked the commission to consider purchasing a WWI book at the cost of $65. The Friends would like it to be kept here at the Lakeview office as they believe many families of WWI vets will be interested in using it. This book goes into great detail on Vermont WWI veterans. She asked that the commission contact Annie D'alton for further details. Roach agreed this was a good idea, will contact D'alton for further details, and will most likely purchase.
4. Church next asked that the commission and the parks department consider replacing the office vacuum at the Lakeview office. Roach explained that the commercial vacuums used by the parks department are $2,900 and are quite heavy. Bushnell stated that this is something she would appreciate to maintain the space. Roach believes this purchase will need to wait until the new fiscal year, but is entirely possible. Church would appreciate the use of this item for the chapel as well.
5. Memorial Day Weekend – The Friends are having an event on Saturday, May 26th of Memorial Day weekend, and wanted to reiterate the significance of this event. The Louisa Howard Chapel will be open from 11am to 3pm on the 26th, and there will also be a cemetery tour highlighting civil war veterans at 1pm. Roach was concerned about the possibility of a conflict with the Burlington Marathon. It appears that the two events will be happening concurrently, but they may not conflict.
6. In addition to the usual Memorial Day festivities the Friends will also be having an event on October, 20th to celebrate the centennial anniversary of Armistice Day. Bushnell shared that the October event continues to grow and that turn out is expected to be extremely high for this event. Possible parking issues, need for a ramp, and book purchase were discussed again at this time.
7. Rita thanked the commission for extending their assistance in the upcoming events.

IX. Adjournment

A. Curran will email Meagan Tuttle re: Plan BTV
B. Next agenda will address commission letter.
C. Next commission meeting will be June 21st, 2018 at 4:30pm.
D. At 5:30 Taginski moved to adjourn, Rappaport seconded, all in favor.