



Cemetery Commission Meeting Agenda

March 2, 2017, 4:30 PM

Lakeview Cemetery, 455 North Avenue

- I.** Approval of Agenda
- II.** Approval of Minutes from January 26, 2017 Meeting
- III.** Old Business
- IV.** Superintendent's Items
 - A. Action Item: Request Approval for Stormwater Easement - Department of Public Work.
 - B. Discuss Chapel Rental and Lot Purchase fees.
- V.** Commissioner's Items
 - A. Organization for March 25th meeting (convenient date for Vermont Old Cemetery Association members).
 - B. May 20th training date at Baker Cemetery in Charlotte with Comcast Team.
 - C. Discussion of June Tree Walk.
 - D. Opinion from Superintendent Bridges regarding motion proposed and passed on suggested contribution for organizations charging fee for events at cemeteries.
- VI.** Office Report
- VII.** Adjournment

FEES FOR RENTAL OF LOUISA HOWARD CHAPEL

Reservations

- **Events scheduled more than one month in advance:** \$100 deposit to hold the date. If the event is cancelled at least one week in advance, the deposit, minus a \$25 administrative fee, will be returned. If the cancellation occurs less than one week prior to the event, the entire deposit will be forfeited.
- **Funeral Services:** No deposit required. Chapel rental may be scheduled up to 24 hours in advance as long as the service takes place in conjunction with a burial service at Lakeview Cemetery.

Damage Deposit

- **\$200**, to be paid at the time of reservation, or one month prior to event, whichever comes first.
- After an inspection of the Chapel, the damage deposit will be returned to the renting party if it is determined that no damage has occurred. If the Chapel is damaged, the renting party will be responsible for paying the actual costs of any repairs. If the repairs cost less than \$200, the amount will be deducted from the damage deposit and the balance returned to the renting party.

Rental Fees

The fee for the use of the Chapel depends on the day of the week and time of day in which the rental occurs. The fees are to be paid at the time of reservation, or one month prior to event, whichever comes first.

- During regular Cemetery working hours (7:00 AM to 3:30 PM Monday thru Friday):
\$100 per hour for up to three hours of use.
- During times when Cemetery staff is not normally on duty (Saturdays & Sundays or after 3:30 pm):
\$250 for up to three hours of use.
- Regardless of when the rental occurs, for uses that exceed three hours, the Chapel will be considered rented for the entire day:
\$450.
- For rehearsals on the day preceding the event:
\$100 per hour.

Please Note:

- *Deposits and fees must be accompanied by a signed **Louisa Howard Chapel Use Agreement**.*

Recent Lakeview Cemetery Lot Prices

Fee Description	Effective 7.01.93	Effective 7.01.94	Effective 7.01.95	Effective 7.01.99	Effective 7.01.00	Effective 7.01.04	Effective 2.23.06	Effective 7.01.07	Effective 1.01.09	Effective 2014
Single-Grave lot - resident	250.00	300.00		350.00	450.00	450.00	550.00	700.00	700.00	700.00
Single-Grave lot - nonresident	300.00	375.00		425.00	1,000.00	1,000.00	1,000.00	1,200.00	1,200.00	1,200.00
Pine Grove #1 & #2 Annex or Grove Line Annex - resident	NA			NA	NA	750.00	1,000.00	1,500.00	1,500.00	NA
Pine Grove #1 & #2 Annex or Grove Line Annex - nonresident	NA			NA	NA	1,500.00	1,500.00	2,000.00	2,000.00	NA
Champlain or Oak Annex - resident	NA	NA	NA	NA	NA	NA	NA	NA	NA	2,500.00
Champlain or Oak Annex - nonresident	NA	NA	NA	NA	NA	NA	NA	NA	NA	3,200.00
Cremation garden single-urn lot - resident	225.00	225.00	225.00	250.00	250.00	250.00	250.00	250.00	350.00	350.00
Cremation garden single-urn lot - nonresident				250.00	250.00	250.00	250.00	250.00	450.00	450.00
Colmbarium 2-urn niche - resident	NA					1,000.00	1,000.00	1,000.00	1,000.00	2,250.00
Colmbarium 2-urn niche - nonresident	NA					2,000.00	2,000.00	2,000.00	2,000.00	3,000.00

MEMO

Date: March 2, 2017
To: Cemetery Commission
From: Jesse Bridges, Director
RE: Proposed Fee Changes for FY18
Cc: Deryk Roach; Jeff Shedd; Annie D'Alton

Cemetery Budget

In reviewing the FY18 budget and current fee schedule staff have developed recommendations for fee changes to be effective July 1, 2018. Additional revenues generated for this will go towards a recommendation to City Council to elevate the Cemetery Administrative position from half time to full time. Duties will include enhancing customer service at the Cemetery and other parks facilities as well as improving record keeping, finances and historical preservation.

9-37 Authority to increase charges of lots.

When necessary, in order that the cemeteries may be self-sustaining, the board of cemetery commissioners may change the prices of lots in any section of the cemeteries and fix new prices therefor.

Lot Prices Changes

As we have done with other sections of Lakeview (Oak Annex), it is our request that Single Grave lot pricing be done according to the demand of the area.

Section I

Remain \$700/Resident \$1,200/Non-Resident

Section VI

We propose a flat \$1,600 lot rate regardless of residency status

Section VII and Other Remaining Lots

\$1,000/Resident \$1,500 Non-Resident

Remove Infants to age 12 any Interment in Baby Lots \$500

Chapel Rates

A simplified rate structure is proposed below and all deposits remain the same.

During regular Cemetery working hours (M-F, 7:00 AM to 2:00 PM): \$100 per hour

Non-Working Hours Rate (After 2pm and Weekends): \$150 per hour (3-hour rental min. on Weekends and Holidays)

Rental with Scheduled Interment: \$100 per hour

Recommendation:

BPRW asks the Cemetery Commission to authorize the fee changes described above in support of increased support for the Cemetery budget and staffing.



Fees

Interment (no interments on Sundays)

Full Opening.....	\$900.00 (Sat. & Hol.: \$1,500)
Cremation opening.....	\$500.00 (Sat. & Hol.: \$700)
Mausoleum Full Burial.....	\$800.00
Mausoleum Cremation Burial.....	\$500.00
Infants to age 12.....	\$500.00
Columbarium	\$500.00 (Sat. & Hol.: \$700)

Other Interment Charges

Erecting Tent	\$150.00 (after 2:00 pm: \$200)
Additional charge for arrival after 2:00 pm (all days).....	\$100.00

Winter Casket Storage

Minimum charge for 30 days or less	\$100.00
After 30 days: removal within 15 days	\$25.00
removal between 15 and 30 days	\$50.00
Additional charge after July 1 (per day, per casket)	\$50.00

Lot Purchase and Care

Per Single Grave Lot

Resident.....	\$700.00
Non-Resident.....	\$1,200.00

Per Single Grave Lot, Oak Annex

Resident.....	\$2,500.00
Non-Resident.....	\$3,200.00

Columbarium (per 2-urn niche)

Resident.....	\$2,250.00
Non-Resident.....	\$3,000.00

Baby Lot

Resident.....	\$250.00
Non-Resident.....	\$350.00

Howard Cremation Garden (lettering not incl.)

Resident.....	\$350.00
Non-Resident.....	\$450.00

Marker Installation

Monument Foundation Layout	\$50.00
Edging, sod removal and installation:	
Flat Marker 24x12	\$30.00
Flat Marker 36x12	\$45.00
Flat Marker 48x12	\$60.00
Corner Markers (each)	\$20.00
Granite Flat Government Marker.....	no charge
Bronze Flat Gov't Marker (incl. pouring foundation)	\$60.00

(Cemetery does not provide services to install the Bronze Government Markers glued to headstones—it is the lot owner's responsibility to arrange for this.)



Cemetery Commission Meeting Minutes

Meeting Date: March 2, 2017, 4:30 pm

Commissioners Present: Allison Curran, Lainey Rappaport, Emma Swift, Donna Waldron

Staff Present: Jesse Bridges, Annie D’Alton

Attachments: Memo dated 3.02.17 from Jesse Bridges, re Proposed Fee Changes Cemetery Fees, effective 7.13.2016
Selected Cemetery Lot Prices, 7.01.1993 to 2017
Fees for Rental of Louisa Howard Chapel

Mtg. was started at 4:30 by Chair Donna Waldron, who welcomed Liisa Reimann Rivera from Preservation Burlington, and Ed Winant, member of the public interested in monument repair at Lakeview Cemetery.

I. Approval of Agenda

- A. Due to the planned delayed arrival of Jesse Bridges, Items IV & V were reordered.
- B. Lainey Rappaport moved to approve the Agenda; Emma Swift seconded; all approved.

II. Approval of Minutes from January 26, 2017 Meeting

- A. Swift moved to approve; Rappaport seconded; all approved.

III. Old Business—None.

IV. Commissioner’s Items

- A. Organization for March 25th informational meeting about monument restoration.
 - 1. Fletcher Free Library, Pickering Room, 2nd Floor, 2-4 pm. (Can set up snacks at 1:30.)
 - 2. Waldron asked Dianne Leary of the Vermont Old Cemetery Association about the status of the VOCA grant that former Commissioner Barry Trutor successfully applied for but has not yet acted on. Leary said she would attach the Commission to the grant, which reimburses \$1 for every \$2 spent. (The Commission currently has \$139 in donations to spend before the end of the fiscal year.)
 - 3. Leary reported that Comcast employees & Jim Laberge, Leary’s husband, have been trained by Peter Dimick, stone mason, to repair cemetery markers. They have donated their services to repair monuments in a Rutland cemetery, as community service. Jason, the Comcast volunteer coordinator, is particularly interested in veterans’ markers.
 - 4. Waldron said the Commission will publicize this meeting, inviting the public to volunteer and attend a training session Saturday, May 20, 2017 at Barber Cemetery in Charlotte, followed by a work day at Greenmount (date TBD, possibly June). She invited Rivera to give a presentation on behalf of Preservation Burlington, and invite PB members.
 - ♦ Rivera asked if there is a limit to the number of volunteers; Waldron will ask Leary.
 - 5. Meeting agenda-- Swift will draft an agenda.
 - ♦ Allison Curran will show a PowerPoint presentation outlining the Commission’s goals.



- ◆ Rivera will describe the historical perspective of monument repair.
 - ◆ Leary, Laberge & Dimick will describe their work.
 - ◆ Although the work will not involve cleaning of stones, Rivera stressed that it would be important to discuss this topic because it is sure to come up, and this would be an ideal educational opportunity.
 - ◆ Swift advised that the presenters communicate prior to the event to avoid overlap of information, and to make sure pertinent information will be shared. Rivera will contact Laberge & Dimick to get a sense of their understanding of stone cleaning & repair techniques, as it compares with that of Preservation Burlington.
 - ◆ Information Table: Monument Repair Flyers; Chapel & Tree Walk brochures; Friends of Lakeview Cemetery Memorial Day Weekend Open House & Cemetery Tour; invitation to help place flags on veterans' graves (Annie D'Alton will provide).
6. Waldron asked Bridges how to purchase stone dust; Bridges responded after determining product source, staff will purchase.
 7. Rivera noted that Preservation Burlington had hoped to hold a monument repair event last year, but did not have time. The organization is very concerned that people use the correct cleaning techniques to avoid damaging stone.
 - ◆ Ed Winant asked if moss is damaging to stone, or if it is removed for aesthetic reasons only. Rivera responded that some biological growth can damage stone, but most damage is caused by harsh cleaning techniques.
 8. Rivera noted that documentation of the repair work accomplished will be important, and suggested involving volunteers for this task.
 9. Winant asked if there are plans to repair markers in Lakeview. Waldron acknowledged that there are many stones that need repair in all 3 City-owned cemeteries, but that the Commission is focusing on Greenmount first, as a follow-up to the Tree Walk last year in cooperation with *Branch Out Burlington!*
 10. Advertising:
 - ◆ 7 Days & Burlington Free Press calendars, Front Porch Forum, Facebook.
 - ◆ Preservation Burlington will advertise, too.
 - ◆ Swift will make a flyer.
 - ◆ Bridges said Diana Wood will post on the Parks web site.
 11. Waldron will ask Leary how they've addressed Liability concerns.
 - ◆ Bridges suggested volunteers sign a waiver; Swift asked if Parks has standard language.
 - ◆ Rappaport asked if the City's insurance already covers members of the public getting injured in a City park.
 - ◆ Bridges will check with Gregg Meyer, Assistant City Attorney, on the above 2 items.
- B. May 20, 2017 Training at Barber Cemetery in Charlotte (discussed with A. above).
- C. June, 2017 *Branch Out Burlington!* Tree Walk: Saturday, June 10, 2017, Lakeview
1. Commissioners agreed that, due to the marker repair project planned, they do not have time to participate with presentations on people buried at Lakeview.
- D. Opinion from Bridges regarding motion passed at January 26, 2017 Commission Meeting about suggested contributions from organizations charging fees for events at Cemeteries.
1. Note that if a contribution is required, it is a fee, not a tax-deductible donation.



2. The contribution could be defined as a per-attendee impact fee, and incorporated into the annual budget.
3. Important to make the rule clear.
 - ◆ This will apply to both for-profit and non-profit organizations.
 - ◆ Fee will be required of the organization if they charge admission.
 - ◆ Organizations considered “partner organizations” would be asked for a donation instead of being charged the fee.
 - ◆ The Friends of Lakeview is an “in-house” organization, thus the new rule would not apply to them.
4. Bridges will draft a fee statement.
 - ◆ Swift asked if this fee would be publicized on the Cemetery’s web site; Bridges said yes, it would be included in the Cemetery Fee Schedule.
 - ◆ Winant asked if this would need City Council approval; Bridges replied probably not as a separate item, as it is expected to be a small percentage of the annual revenue—it would be included in the annual budget authorization.

V. Superintendent’s Items

- A. Request approval from Commission for storm water easement.
 1. The Department of Public Works proposes to partner with Cambrian Rise to improve the storm water system serving a section of North Avenue near Lakeview Cemetery. By installing an underground storage facility at the entrance to Lakeview, potential flow volume at the sometimes-over-burdened main water treatment plant would be reduced. By cooperating with this plan, Parks will benefit from DPW sharing the cost of fence replacement along North Avenue.
 - ◆ Rappaport asked if there would be any disadvantages to the Cemetery; Bridges responded there would be temporary disruption caused by construction.
 - ◆ Swift asked what the timeline would be; Bridges responded--this year.
 - ◆ Waldron asked if the Cemetery would need to be closed at any time; Bridges responded that this hasn’t been discussed. D’Alton noted traffic could be directed to the north entrance.
 - ◆ Swift requested a map showing the location of the container.
 - ◆ Rappaport asked what type of fence would be used; Bridges replied Parks would consult with historic preservation experts.
 - ◆ Waldron supported the proposal, as did Swift & Curran.
 2. Swift moved to support further exploration of the proposed storm water easement project, incorporating details on historical issues and impact on Cemetery. All in favor.
- B. Chapel Rental and Lot Purchase Fees
 1. Bridges reviewed recent fee increases (interments, markers, higher-valued lots), and noted that standard lot price hasn’t increased in 9 years.
 2. Referring to the attachments, Bridges noted he’d discussed rationale for increasing lot prices with D’Alton. This increase in Cemetery revenue would help offset increasing Office Assistant position hours from ½-time to full-time.
 - ◆ Section VI lot plan would be reviewed for possible modifications, then surveyed and pinned.
 3. Waldron moved to accept the fee adjustments; Curran seconded; all in favor.



VI. Office Report

- A. January income low, but February higher—typical of winter, when the only lot sales are for immediate use, and the only burials are for instances when family does not want to wait for better weather.
- B. Work slowly progressing on clarifying lot locations & interments in 5 areas of Lakeview that have not been mapped, and for which burial documentation is sometimes inaccurate: Free Ground, Home for Friendless Women, Home for Destitute Children, Old Single Area, and Section C Baby Section. Deb Light continues to be of valuable assistance, working at the office 2h/week, and from home.

VII. Adjournment

- A. Next meeting: Thursday, April 27, 2017, 4:30 PM *(3.14.17: changed to April 20)*
- B. Meeting adjourned at 6:10 pm.