

Ripton Cemetery Commission

Meeting Minutes

December 3, 2014

Ripton Town Office 7:30 PM

Members Present: Liz Walker, Charles Billings, and Bonnie Swan (initials BS, LW, CB are used in motions/votes)

Motions made/votes taken:

Moved/seconded/voted approval of Minutes of 11/5/14 meeting: LW/BS/all

Moved/seconded/voted approval of Invoice from Chris Smith for lawn care 2014: LW/BS/all

Moved/seconded/voted approval of Invoice for Short Cook survey of remaining lots in Cook Cemetery: LW/BS/all

Moved/seconded/voted approval of changes to Ripton Cemetery Rules and Regulations – Sections V, X and XI: LW/BS/all

Discussion:

Agenda distributed to attendees. See attachment 1-1 12/3/2014.

- 1) **Minutes** - The November 5, 2014 minutes were approved. Bonnie made the motion to approve minutes, seconded by Charles. Minutes were approved by unanimous vote. Attachment 1-2 12/3/2014.

- 2) **Previous Business**

A. Galvin Cemetery – Status of land acquisition - Charles reported that the transfer deed has been completed by Ripton's attorney. A hearing must take place with the Ripton Zoning Commission to accept the boundary adjustment, either in December 2014 or January 2015. Meeting must be warned 15 days in advance. The deed will then go to the Ripton Select Board and then on to the college to sign. Ripton cannot begin using the land until the gift is complete and state laws are met for laying out roads, etc.

B. Cook Cemetery-

i. Commission needs to approve proposal by Tim Short to survey the lots that are still available within the newer section of Cook Cemetery and approve payment since this part of the work will come out of the existing cemetery budget.

ii. Charles and Bonnie flagged the area to help with the surveying

iii. Charles produced a computer generated map of the Cook cemetery. Bonnie will recheck Charles's new map against the original one and records over the winter. New map should be easier to read. Attachment 2-1 12/3/2014

3) New Agenda Items

A. Approve and sign invoices:

i. Chris Smith 2014 Lawn Care of Ripton Cemeteries - \$1300.00. Liz made the motion to approve the invoice, seconded by Bonnie. Motion approved by unanimous vote.

ii. Short Surveying to survey remaining 4'X12' lots at Cook- \$825 retainer, \$ 1650 balance for a total of \$2475 - Liz made the motion to approve the invoice, seconded by Bonnie. Motion approved by unanimous vote.

B. Ripton Cemetery Rules and Regulations document -

i. Additions made to the Rules and Regulations document from last meeting. Attachment 3-1 12/3/2014

ii. Reviewed statement on responsibilities of Cemetery Commission – Section X, p. 12. Liz motioned to accept the statement and add it to Section X, seconded by Bonnie. Motion approved by unanimous vote. Attachment 3-2 12/3/2014

iii. Reviewed statement of responsibilities of Cemetery Sexton – Section XI, p. 13. Liz motioned to accept the statement and add it to section XI, seconded by Bonnie. Motion approved by unanimous vote. Attachment 3-3 12/3/2014

iv. Reviewed revision of Section V, #6, 7 and 8 for decorations and plants and decorations allowed in Ripton Cemeteries and limitations between December 1st and April 30th. Bonnie motioned to accept statement and revise section V, seconded by Charles. Motion approved by unanimous vote. Attachment 3-3 12/3/2014

C) Work order permit still in process

D) Approve a budget for Town meeting 2015 and review Cemetery Commission Report prepared by Charles for the Ripton Town Report. Proposal for July 1, 2015 to June 30, 2016 budget was discussed and Commission Report was reviewed. Bonnie motioned to accept budget and Commission report, seconded by Liz. Motion approved by unanimous vote. Budget Attachment 3- 5 12/3/2014. Commission Report attachment 3-6 12/3/2014

Budget will be sent to Ripton Selectboard for approval for inclusion in the town report along with Cemetery Commission Report.

Note 1– Charles, via email, asked the Ripton Town Clerk and the assistant to the Selectboard to comment on any section of the Rules and Regulations that involved them. No feedback received as of 12/3/2014

Note 2 – Do we allow winter burials, and if we do, what restrictions apply?

Note 3 – January meeting agenda – start working on bid process for mowing and trimming cemetery lawns, extending dates into the fall. Add requirement for required insurance.

Meeting was adjourned at 9 PM.