

## **Ripton Cemetery Commission**

### **Meeting Minutes**

**January 7, 2015**

#### **Ripton Town Office 7:30 PM**

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

#### **Motions made/votes taken:**

Moved/seconded/voted approval of Minutes of 12/3/14 meeting: LK/BS/all

Moved/seconded/voted approval that Commission should become members of the Vermont Cemetery Association: BS/LK/all

#### **Discussion:**

Agenda distributed to attendees. See attachment 1-1 1/7/2015.

- 1) **Minutes** - The December 3, 2014 minutes were approved. Lisa made the motion to approve minutes, seconded by Bonnie. Minutes were approved by unanimous vote. Attachment 1-2 1/7/2015.

- 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 with the Ripton Zoning Commission to accept the boundary adjustment will take place in 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. \$825 was paid to Tim Short as a retainer to survey the 4 X 12’ lots that are still available within the newer section of Cook Cemetery. Payment came out of the existing cemetery budget. That leaves a balance of \$1650 (for a total of \$2475) to be paid upon completion of the survey.

ii. Bonnie will be verifying the accuracy of the computer generated map of the Cook cemetery during the winter and will be completed when the snow is gone in the spring. New map should be easier to read.

C. Rules and Regulations for Ripton’s Public Cemeteries document – The Approved copy from last meeting was distributed to Commission members and copies were also sent to the Town Clerk and Ripton Selectboard. Attachment 2C 1/7/2015

D. Budget – The 2015 budget was submitted by Charles to the Ripton Selectboard and Town Clerk since it will need to be approved by town vote on Town Meeting Day. The Selectboard responded that the \$10,000 budget amount was OK to request, but there are 2 issues -

- i. (2) Selectboard members decided that cemetery commissioners should not receive a stipend, though they did approve paying the sexton. Charles responded to the board that he believes the Cemetery Commission should be paid like other commissions in Ripton. Charles will recheck with the Selectboard before February meeting.
- ii. The total cost for Phelps to plot out the new section of the Galvin Cemetery (donated land from Middlebury College) will be \$10,000 which is the entire proposed budget. Plotting out the new section of the cemetery is required by the state.

E. Cemetery Commission Report for 2014 – Charles submitted the 1<sup>st</sup> year report for inclusion in the Ripton Town Report.

### **3) New Agenda Items**

A. Discussed whether the Ripton Cemetery Commission should become members of the Vermont Cemetery Association to take advantage of their educational materials, meetings, workshops, etc. Yearly cost is \$25.00. Attachment 3A. Bonnie motioned to approve, seconded by Lisa. Motion approved by unanimous vote.

B. Discussed Ripton residents who might be interested in replacing Charles when his 1 year term is up at the end of March 2015. Marlene (Smith) from E. Middlebury Post Office showed an interest last year. Bonnie will ask her if she wants her name on the ballot. Charles will ask Perry Hanson and also suggested Carol Brush Cummings. Lisa will ask Mark Rusciollelli. We have about 1 week to get names to the town office for inclusion on the ballot for Town Meeting Day.

C) Work orders – Charles distributed 3 forms: Corner Post Work Order, Memorial/Marker Work Order, and Internment Work Order, attachments 3C-1,-2 and -3 1-7-2015 respectively. These will be used by Bonnie and the commission to document work done going forward. Charles will make a couple of changes and we will adopt them at the next meeting.

D) Bid Form – Charles distributed a form for the Mowing and Cemetery Cleanup bidding process. Attachment 3D 1/7/2015. He will make a couple of changes to the form, get it to the town office, find out when the notice needs to be placed in the newspaper and get a notice posted.

E) Delay discussion pending outcome of Selectboard decision on commission stipends.

February 4<sup>th</sup> next meeting date. Meeting was adjourned at 8:45 PM.