

## **DRAFT**

### **Ripton Cemetery Commission**

#### **Meeting Minutes**

**March 4, 2015**

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

**Members Present:** Liz Walker, Charles Billings (term ending), Bonnie Swan, Lisa Knickerbocker, and Marlene Thompson (newly elected) Initials LW, CB, BS, LK, MT are used in motions/votes.

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

Moved/seconded/voted approval of minutes of 2/4/14 meeting: LK/LW/all

Moved/seconded/voted to elect Liz Walker Committee Chairman 2015-2016: LK/BS/all

Moved/seconded/voted to keep Bonnie Swan as Sexton 2015-2016: LK/LW/all

Moved/seconded/voted to elect Marlene Thompson Secretary 2015-2016: LW/BS/all

#### **Discussion:**

We welcome Marlene Thompson to the Cemetery Commission. Marlene was elected for a 5 year term on Town Meeting Day. Charles Billings's 1 year term ends tonight. Charles will continue as a volunteer to assist when needed. We thank Charles for all of his work this past year, for being our first chairman and being instrumental in procuring additional lands to expand the town cemeteries.

Liz will get a copy of all approved documents to Marlene and file all documents at the town office.

Agenda distributed to attendees. See attachment 1-1, 3/4/2015.

- 1) **Minutes** - The February 4, 2015 minutes were approved after removing a repeat of \$81.60 payment for postage in the motions made/votes taken section. Lisa made the motion to approve minutes, seconded by Liz. Minutes were approved by unanimous vote. Attachment 1-2, 3/4/2015.
- 2) **Previous Business**
  - A. Galvin Cemetery – Status of land acquisition – Completed. Commission must now get Phelps Engineering to plot the new cemetery land, according to Vermont law, before we begin using it.
  - B. Cook Cemetery-
    - i. Waiting for spring for survey of the remaining 4 X 12' lots by Short Surveying. A balance of \$1650 (for a total of \$2475) will be paid from the cemetery budget upon completion.
    - ii. Per Tim Short of Short Surveying, perimeter surveys for the old Cook Cemetery and the adjacent Hanson family donation parcel will be ready tomorrow, so the boundary adjustment

approval process can get done and other work can move forward. Invoice for the balance will be submitted to the Town Clerk for payment by the town.

iii. Bonnie continues verification of map accuracy and plotting on the computer generated map of the Cook cemetery which will be finished up in the spring.

C. Mowing/Maintenance Bids –Only 1 has been received (Joe Malzac) to date. Bids due 4/1/15.

### 3) New Business

A. Election of Officers 2015-2016 – We discussed who might be interested in taking over the officer positions for this current year. Charles, as current Chairman and member, steps down as of this meeting after having served his 1 year term. Lisa made the motion to elect Liz chairman for 2015-2016, Bonnie seconded the motion and Liz was approved by unanimous vote. Lisa made the motion that the committee keeps Bonnie in the elected position of Sexton for 2015-2016, Liz seconded the motion and Bonnie was approved by unanimous vote. Liz made the motion to elect Marlene Secretary for 2015-2016, Bonnie seconded the motion and Marlene was approved by unanimous vote.

As a reminder – Commissioners' Terms Expiration dates are – Marlene Thompson (2020), Bonnie Swan (2019), Cheryl Larocque (2018), Liz Walker (2017), and Lisa Knickerbocker (2016).

B. Feedback on Postcard Fundraiser - 240 postcards were mailed requesting donations to aid Ripton cemeteries. Ripton Town Treasurer will process donations checks; cemetery commission needs to log the donations and send out Thank You cards which should include date received and amount since donations are tax deductible. To date: #8 donations = \$580.00. See attachment 3B-1, 3/4/15. Charles will take care of the first 8 Thank You cards.

C) 2015 FEMA Expenses from snow storm – Alison, Appt. Town Clerk, asked Charles whether the cemeteries sustained any reportable damage to cemetery trees or infrastructure. Bonnie will get the information to Alison right away to be declared and added to the overall FEMA reimbursement for Ripton.

D) List of Work to do 2015 – 2016

- i. Send out acknowledgements for donations – after initial letters go out, Lisa would like to take over with a card specifically designed for the Cemetery Commission
- ii. At April meeting – review all cemetery mowing bids – select and notify contractor
- iii. Finish mapping of cemeteries and verifying lots
- iv. Complete acquisition of land at Cook Cemetery
- v. Get Phelps engineering work done for Cook and Galvin expansions
- vi. Get estimates for putting monuments upright
- vii. Get estimates for fixing broken monuments

- viii. Get estimates for new fencing for all cemeteries, and prioritize
  - ix. Develop fundraisers to support specific projects like those mentioned above
- E) Discuss how the Committee can best use our Vermont Cemetery Association Membership – which events to attend and who will attend, understanding legislation, getting leads for contractors and estimates, etc.

Meeting adjourned at 8:35 PM.

Next monthly meeting: Wednesday April 1, 2015, 7:30 PM Town Office