



Cemetery Commission Meeting

- Meeting Date:** May 14, 2015
- Commissioners Present:** Rita Church, Jane Ewing, Barry Trutor, Donna Waldron (not present: Lainey Rappaport)
- Staff Present:** Jesse Bridges, Parks and Recreation Department Head
Anne D’Alton, Cemetery Office Assistant
Martha Keenan, Capital Improvements Program Manager
- Attachments:** Verizon Wireless Proposal, engineering plans
Chittenden County Cemeteries – Lot Pricing for Residents & Non-Residents
Capital Project Assessment graphs
Sweep Accounts & Other Bank Accounts spreadsheet

The meeting was called to order by Donna Waldron at 4:40 pm.

I. Approval of Agenda

- A. Rita Church moved to approve; Jane Ewing seconded; motion carried unanimously.

II. Approval of Minutes from January 15, 2015 and April 13, 2015 Meetings

- A. Ewing moved to approve; Church seconded; motion carried unanimously.

III. Old Business

- A. Election of Officers
- ◆ Will be done at next meeting (July 9, 2015, 4:30 pm). Waldron agrees to continue as Chair, Barry Trutor agrees to continue as Vice Chair, Ewing agrees to continue to be on Commission.
- B. Changing Percentage of Lot Sale Revenue Deposited to Perpetual Care Account (NOT ON AGENDA)
- ◆ Jesse Bridges referred to Sweep Accounts & Other Bank Accounts spreadsheet, a link to which he had emailed to Commissioners April 13, 2015, indicating that the Perpetual Care money is in a separate bank account.
 - ◆ Barry Trutor asked to see documentation of fund and interest growth; Bridges said that is the responsibility of the Clerk’s Office to keep track, that the spreadsheet is sufficient information.
 - ◆ Bridges indicated that the \$133,819 that has a separate account number in the City’s accounting software is a backlog of interest from the Perpetual Care fund that has not been transferred to the accounts available for spending. Annie D’Alton noted that this account was created in FY15 by moving the money out of the Perpetual Care account. Bridges said no interest has been made available to spend since the City changed its accounting software in 2012. He did not indicate how many years’ worth of interest the \$133,819 represents. D’Alton indicated that in the past few years, interest has amounted



to no more than a few thousand dollars per year (in FY14 the \$100,000 CD generated \$566 and the fund's \$1,148,047 plus FY14 revenue generated \$1,735).

- ◆ Trutor moved to change the percentage of Lot sale revenue deposited to the Perpetual Care fund from 60% to 5% for three years (from July 1, 2015 to June 30, 2018). Ewing seconded, motion passed unanimously.

IV. Superintendent's Items

A. Update on status of Cemetery repairs.

- ◆ Bridges invited Martha Keenan, Capital Improvements Program Manager, to describe the work that has been, and is being done to assess and implement repairs and maintenance throughout the City.
 - 10-year plan devised for Capital Funds (charts distributed to Commissioners).
 - Chapel and Cemetery Office Building are under "Facilities", the rest of the Cemetery is under "Parks".
 - Waldron asked who determines the timeline for repairs. Keenan explained that after assessment by hired professionals, priorities are set by need & available funding.
 - Waldron noted that the Chapel has plaster damage apparently caused by leaks. Keenan noted that both the Chapel & the office building are historic structures so repairs will need to follow guidelines for said.
 - Church asked what the process is for adjusting priorities due to damage caused by environmental and other unplanned events. Keenan said there is a contingency fund, this year totaling \$300,000.
 - Trutor asked if the planned development for the North Avenue Corridor is included in the 10-year Capital Fund plan. Keenan said no, and that there are many projects not included; funding sources must be found for these.
 - At present we have 2/3 of the funding needed for the planned projects.
 - This process represents and improvement in the City's stewardship of the land and facilities it is responsible for.
 - Staff positions have been added: Keenan's job, and to manage the Penny for Parks money. More staff will be needed to manage the Capital Fund due to continually changing needs and shifting priorities.
 - In FY2016, just emergency work will be done, and there is currently a \$2.4 million shortfall.
 - Bridges described some of the work planned for Parks, Keenan described some of the work planned for other City Departments, but none of the work needed at the Cemeteries was discussed.
 - D'Alton asked how use of the \$300,000 contingency fund was prioritized. Keenan responded that emergency needs are met first, such as cracked windows and sticky doors. D'Alton complained that requests for quick repair projects emailed to Todd Greenough years ago have never been done: for example, replacement of the fallen gutter over the office door, where dripping water has both frozen to make a safety issue, and splashed on the side of the building causing wood rot. Keenan explained that Todd was not able to keep up with email requests, so last year "facilitydude" software was implemented. Bridges said he'd notify Jeff of this.

B. Verizon Wireless Proposal

- ◆ Bridges said Verizon is planning to expand coverage to eliminate a cellular phone "dead zone" in the New North End, and accommodate increased usage expected with the increased housing planned at Burlington College area development.



- ◆ Verizon proposes to replace the flag pole at the entrance to Lakeview Cemetery with a “stealth pole”, which would be thicker, taller, and house wireless equipment. In addition, they would install equipment boxes near the office, and run underground cable between the two. They would pay annual rent of \$14,000-\$16,000.
- ◆ Bridges believes he could get them to increase the rent because they really want the spot, and he suggested that he might be able to include repairing the retaining wall in the installation project. He asked the Commissioners what they thought of the proposal.
 - Waldron expressed a fear that this would open the Cemetery up to other such proposals, and she does not feel it is an appropriate use of the Cemetery.
 - Ewing finds it very upsetting to even consider—she intimated that there are some things money can’t buy, and the natural beauty of this Victorian Lawn Park Cemetery is one of them.
 - Church wondered why they don’t use the former orphanage building, which has a structure at the top that is already taller than our flag pole.
 - Trutor declined to comment.

V. Office Report

- A. Tabled due to lack of time.

VI. Adjournment

The meeting adjourned at 6:10 pm.