

Town of Berlin
108 Shed Road
Berlin, Vermont

Cemetery Committee Unapproved Minutes
December 1, 2011 7:00pm Berlin Town Hall

Members present:

Norbert Rhinerson Vice Chairman
Rebecca Kibby Secretary
Greg DuBois

Members absent:

Randy Herring Chairman

Meeting called to order at 7:10 p.m.

1. Public comment- Norman Desrochers present at the meeting
 - a. Norm wanted to bring an item to our attention regarding the request for bid varying between 2008 and 2011. Norm's actual mowing schedule for this year started the first week of May and ended in mid-October. The request for bid for 2011 lists the lawn care timing as 5/15 through 9/30 (whereas the bid request from 2008 did not list specific dates). Therefore, other mowing might be needed outside the scope/specifics of the dates listed in the 2011 request for bid. Norm clarified the costs listed in his bid would be for the season.
2. Minutes of April 28, 2011 meeting, motion to approve by Greg seconded by Norb, the vote 3-0 in favor. Meeting notes from 4/28/11 approved. Rebecca will email them to the Town Clerk.
3. Financial Statement, as printed 11/29/11 4:16pm was reviewed. Thus far we have expended \$5417.85 including 3 monthly payments for grounds care, supplies (chain links) purchased, and stone repairs. Below is a summary:

Fiscal Year 2012 (July 1, 2011-June 30, 2012)	
Budget	\$ 9,000.00
Carry Over from Previous Year	\$ 1,530.00
Grounds Care	\$ 3,450.00
Supplies	\$ 77.85
Repairs	\$ 1,890.00
Unexpended Balance	\$ 5,112.15
Cemetery Specific Funds	
Boles	\$ 3,752.30
West Berlin	\$ 8,702.15

- a. Norb noted that the town is looking for budget numbers for FY13 (July 1, 2012-June30, 2013). We feel the same budget as previous years will be sufficient. Motion to request \$9,000 annual budget for FY13 Norb, seconded by Greg, vote 3-0 to request \$9,000 budget approved.
4. Review of Request for Proposal Grounds Care Contract, 3 year term. The request included items 1 and 2 for both cemetery and town property grounds maintenance. Town administrator Jeff Shultz has authorized the Cemetery Committee to make the decision for the town property maintenance. 3 bids were received. Each of the 3 bids included both cemetery and town property maintenance. All 3 bids were discussed including total costs

and the option to split the award between item 1 and item 2. The total bid costs for 3 years were as follows:

- a. Norman Desrochers – \$25,125
- b. Jani Sport Service (J. Milne) – \$22,344
- c. Joseph Mangan – \$21,000

Motion by Greg to suspend the conversation and subsequent vote regarding the lawn care to have complete board present at a special meeting to be held 12/8/11 at 7pm. Motion seconded by Rebecca. Vote 3-0 in favor of suspending conversation for 12/8 meeting.

5. Black Cemetery – No comment
6. Boles Cemetery – No comment
7. Coly Cemetery – No comment
8. Cox Brook Cemetery – No comment
9. Dewey Wright Cemetery – No comment
10. East Road Cemetery – 2 monuments are crumbled to pieces—Thompson father of Daniel Pierce Thompson (historian). In the past Clegg has suggested a specialized concrete molding type option that could be used which could save what is left of the existing stone instead of having new marble replacement stones created. This is an option the committee would like to explore, specifically for these degrading stones. The detailed conversation and next steps will be held in the spring meeting.
11. Howard Cemetery – No comment
12. Johnston/Sawyer Cemetery – Rebecca gave digital photos of each stone, numbered based on survey map number, to Norb. Norb will work to create an index of names corresponding to stone survey number.
13. West Berlin Cemetery – One stone is in need of repair. The base has heaved and is out of the ground. The stone is lying on the base. Clegg suggested a foundation would need to be poured. The detailed conversation and next steps about this repair need will be held in the spring meeting.
14. Next meeting, topic of lawn care bids, scheduled for December 8, 2011 7:00pm. Greg will email Randy to notify him. Motion to adjourn at 8:01 pm by Greg and seconded by Rebecca. Vote was 3-0 in favor to adjourn.