

Town of Berlin  
108 Shed Road  
Berlin, Vermont

Cemetery Committee Draft Agenda  
Thursday April 28, 2011 7:00 p.m. Berlin Town Hall

Members present: Norbert Rhinerson Vice Chairman, Rebecca Kibby Secretary, Greg Dubois

Meeting called to order at 7:07pm

1. Public comment-none
2. Approval of minutes of December 2, 2010: Motion to approve by Rebecca seconded by Greg, the vote 3-0 in favor.
3. Financial Report Review-Treasury report states our current balance is \$5,700. The requested budget of \$9,000 for the coming year (commencing on July 1<sup>st</sup>) was approved.
  - a. Additional invoices expected to be come \$240 for top soil. Planned invoices \$2300 for May/June from Desrochers.
  - b. Remaining balance expected to be \$3160 (remaining 10/11 budget not including carry over and individual cemetery funds)
  - c. Individual Cemetery Funds & Carry Over
    - i. Boles 3728.64
    - ii. West Berlin 8647.28
    - iii. Carry over from previous 1458.40
4. General/other—
  - a. We really want to find additional members to serve on the cemetery committee. **Norb** will put something up on the town website to solicit for additional members.
  - b. There is a lot of work that can be done in several cemeteries (straightening stones, brush and tree removal etc.). **Rebecca** will send a list of the needs to Norm Desrochers and ask him to determine what work he can take on, what the cost will be, and what the timing to complete will be. We will ask Norm to respond to us by May 16<sup>th</sup>, to allow the committee to vote via email before Memorial Day to allow for the work to be completed prior to the end of this fiscal year (July 1<sup>st</sup>).
5. Updates, repair needs, and decision making by cemetery:
  - a. **Black Cemetery**
    - i. We received a repair estimate from EH Clegg on April 20, 2011 for stones #11, #152, #77, #118, and #117 total \$1250.
    - ii. Norb recommends we proceed with Clegg for this work. Motion by Rebecca to have EH Clegg to perform the repairs on the stones mentioned in 5.a.i. for the quoted cost of \$1250. Motion seconded by Greg, the vote 3-0 in favor
      1. **Norb** to contact EH Clegg to initiate the work.
  - b. **East Road Cemetery**
    - i. There is still a post sheered off at the ground level that needs to be repaired. **Rebecca** will ask Randy if it's possible for him to fix the post,

based on his suggestions last fall about potential epoxy. If not we will look into alternate options.

- ii. We received a repair estimate from EH Clegg on April 20, 2011 for stones #44, #111, #158, #168, #164, #161, #33, tree removal at #61/62 total \$2250. The committee discussed the budget and various needs and does not want to proceed with Clegg's estimate on these repairs. **Norb** will inform EH Clegg that we will proceed with the work at Black but not at East.
  - c. **Boles Cemetery** – no comments, no current concerns for repair needs
  - d. **Colby Cemetery** – no comments, no current concern for repair needs
  - e. **Cox Brook Cemetery**
    - i. **Norb** will try to find time to survey any repair needs for Cox Brook
  - f. **Dewey Wright**
    - i. **Norb** will ask EH Clegg to quote repair work for Dewey Wright as noted in December meeting notes point d. Rearticulated below:
      - 1. There are monuments that are broken off that we hope can be epoxied or pinned, however some have existing pins that have been sheared off. The stone numbers are: E2 Amy Braman, right of Lecta Strong (I can't find this name on the survey map to dictate corresponding number-Probably in row K. I have photos if needed), and M12 Nancy Sleeper. Monument G10 Carrie L. Brown, has a piece loose that needs to be epoxied. **Norb** will be discussing repair options with Clegg.
  - g. **Howard Cemetery** – no comments, no current concerns for repair needs
  - h. **Johnston/Sawyer**
    - i. This summer, Rebecca will plan to use the survey map to document legible first/last names to correspond to the survey map stone numbers.
  - i. **West Berlin Cemetery**
    - i. **Norb** will ask EH Clegg to quote repair work for West Berlin as noted in December meeting notes point g. Rearticulated below:
      - 1. The concrete bases poured to support monuments numbered 20/21 Lanphear, and 159 Kimball has cracked. Additionally several monuments have eroding bases. They are numbers 232 Ayers, 263 Styles, and 276 Vanetti. **Norb** will discuss with Clegg to determine if there's anything that can be done (or needs to be done) to prevent future damage.
6. Date/Plan for next meeting:
- a. We will plan to vote via email before Memorial Day regarding potential additional work by Norm Desrochers.
  - b. We will plan to meet in June date TBD
7. Adjournment – Motion to adjourn by Rebecca, seconded by **Norb**; vote 3-0 to adjourn 7:54pm