

Town of Berlin  
108 Shed Road  
Berlin, Vermont

Cemetery Committee Unapproved Minutes  
December 8, 2011 7:00pm Berlin Town Hall

Members present:

Randy Herring Chairman  
Norbert Rhinerson Vice Chairman  
Rebecca Kibby Secretary  
Greg DuBois

Meeting called to order at 7:04 p.m.

- Public comment- Norman Desrochers present at the meeting
  - Norm requested the town manager notify in writing who/how the bids were awarded? Norb offered to communicate this desire to Jeff.
- Minutes of December 1, 2011 meeting were reviewed, Rebecca to make a few edits before the committee approves at next meeting.
- Financial Statement nothing to report since 12/1/11 meeting
  - Norb told Jeff Shultz we want to request \$9,000 budget from the town for FY13 (July 1, 2012-June30, 2013)
- 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:
  - Norman Desrochers – \$25,125 \$19-20 for added hourly maintenance
  - Jani Sport Service (J. Milne) – \$22,344 \$49 for added hourly maintenance
  - Joseph Mangan – \$21,000 \$20 for added hourly maintenance

Discussion included:

- Experience and hourly rate for extra work for each. Committee agreed Jani's rate was too high.
  - Per Norm's experience it takes about 160 hours per year to do the work.
  - Per Randy's experience hourly rates for the grounds work with equipment (not the additional hourly needs) should be \$55-60 due to the equipment overhead.
- Norman's work has been great and that he has been very valuable to the committee with all the information and support he brings to the committee meetings.
- Norb verified we can split the aware; divide the items-town work and the cemetery work.
- Request for proposal does not state contract will be awarded to lowest bid.
  - Difference between lowest and highest bid is \$4125.

- Funding has been carried over from past budget years and could be used to help offset the cost difference if we went with a higher priced bid. However, there is concern because those extra funds will be sorely needed for tree removal in Spring/Summer 2012.

Norb motioned to reward town portion of bid to Norm and the cemetery portion to Mangan. Seconded by Randy. Vote 2-2 motion failed.

Randy suggests that if we can't come to an agreement we should talk to Jeff to find out how to proceed and see if we need to go for re-bid

After additional conversation about the economy, costs differences, and the quality of Mangan's work Norb re-motioned to award town portion of bid to Norm and the cemetery portion to Mangan. Vote 3-1 motion approved.

- Black Cemetery – No comment
- Boles Cemetery – No comment
- Coly Cemetery – No comment
- Cox Brook Cemetery – Greg requested Randy's help to survey some the stones. They agreed to do this before winter and tentatively planned for next Wednesday the 14<sup>th</sup>. Then next year Rebecca will plan to take photos of each stone to match photos, with stones, and text as was done for Johnston/Sawyer this year.
- Dewey Wright Cemetery – No comment
- East Road Cemetery – No comment
- Howard Cemetery – No comment
- Johnston/Sawyer Cemetery – Norb created a list of names based on the previous roster and Rebecca's photos. Greg then added the names to the survey map.
- West Berlin Cemetery – Next spring we really need to address the trees and Greg pointed out the Chris Covey has a new 100 foot crane
- Next meeting scheduled for April 2012 date TBD. Motion to adjourn at 7:48pm by Greg and seconded by Rebecca. Vote was 4-0 in favor to adjourn.