

Stowe Cemetery Commission Meeting

Tuesday, May 16, 2023- Hybrid/Zoom Meeting

AGENDA

A meeting of the Stowe Cemetery Commission will be held Tuesday, May 16, 2023, starting at 8:30am via a hybrid/Zoom Meeting, the link will be posted on the Town of Stowe website at www.townofstowevt.org. The following agenda items will be addressed:

8:30 am	Work Orders, Minutes & Correspondence Treasurer's Report Superintendent's Report Election of Officers Remembrance Program Report New Business: ~Cemetery Trust Fund ~Items to be included in draft report to Selectboard.
9:45 am	Meeting adjourns.

**Times are approximate. Any old or new business which may come before the Commission.

Donna Adams, Chair

Topic: Stowe Cemetery Commission

Time: April 18, 08:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88296115656>

Meeting ID: 882 9611 5656

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 882 9611 5656

Work Order Permits Enclosed:

Stowe Cemetery Commission Meeting
April 18, 2023
Approved: _____

A meeting of the Stowe Cemetery Commission was held on Tuesday, April 18, 2023, via Zoom Hybrid starting at 8:34 A.M. Members present Donna Adams, Claire "Skeeter" Austin, Karin Gottlieb, Gail Kaiser, Nancy LaVanway, Judy Smith. Mike Lemaire was absent.

Minutes:

Reviewed the minutes from March 21, 2023. After proper edits were made, Skeeter made the motion to accept the meeting minutes; seconded by Karin. No discussion. All in favor.

Work Orders:

Cedric and Barbara Scribner: Riverbank Section 23 Lot No 27. Request for inscription. Work to be completed by Clegg's Memorials with the condition that Clegg's provide a Certificate of Insurance. Motion made by Gail to accept the work order with the above condition; seconded by Nancy. No discussion. All in favor.

George H. Fisher: Riverbank Memorial Garden Lot 52. Request for Memorial (which should have been Marker). Work to be completed by Glegg's with the condition of proof of Certificate of Insurance, the dimensions and thickness of the marker, and the color. Motion made by Nancy to accept the work order with the above conditions; seconded by Gail. No discussion. All in favor.

Discussion followed regarding the Scribner and Fisher work orders with the concern that Clegg's has not yet provided a Certificate of Insurance. If is not provided by April 26, 2023, Donna will draft a letter to be sent to the applicants stating that the work orders can not be approved by the Cemetery Commission. Skeeter moved to accept the proposed letter; seconded by Gail. No discussion. All in favor.

Greg Titus: Riverbank. Request for inscription and cleaning. Work order was incomplete for section and lot number and corner markers. Motion made by Judy to accept with conditions; seconded by Karin. No discussion. All in favor.

Claire "Skeeter" and Bruce Austin: Riverbank Section 28 Lot 18. Request for Foundation and Memorial. Work or'srder needs dimensions and position on the lot. Motion by Judy to accept the work order with conditions; seconded by Nancy. No discussion. All in favor.

Treasurer's Report:

There were no changes to income and no expenses paid out. There was a 2% increase in the Edward Jones Funds due to the market fluctuations. Karin moved to accept; seconded by Gail. No discussion. All in favor.

Superintendent's Report:

David Danforth was not in attendance. Parks and Recreation is still short-staffed. Donna met with David and Matt Frazee to go over their list of repairs and equipment that would be beneficial in the future. More discussion is needed to establish a long range plan for these needs. There was also a discussion regarding using money from the Trust, however further research and discussion is needed.

Remembrance Program:

The Town Clerk's Office has received the Old Ivory Luce sign and David will install it. The vendor for the granite sign for West Branch will be Heritage. Judy moved for the Remembrance Committee to make the final decisions on the sign and then sign the contract; seconded by Nancy. No discussion. All in favor.

Meeting adjourned at 9:49 A.M.

The next meeting will be held on May 16, 2023 at 8:30 A.M.

Respectfully submitted by Judy Smith and Nancy LaVanway

**STOWE CEMETERY COMMISSION
FINANCIAL REPORT**

FY '23, 10 months ended , April 30, 2023

		<u>FY 22-23</u>		<u>Remaining</u>
		<u>Budget</u>	<u>Actual</u>	<u>Balance</u>
Cemetery Income				
	Transfer from Cemetery Trust Funds	-	-	-
	Corner Posts	1,200.00	365.00	835.00
	Total Income	<u>1,200.00</u>	<u>365.00</u>	<u>835.00</u>
Cemetery Expenses				
	Corner Post Expense	1,200.00	875.00	325.00
	Stone Restoration	20,000.00	550.00	19,450.00
	Total Expenses	<u>18,700.00</u>	<u>1,425.00</u>	<u>19,775.00</u>
Cemetery Trust Fund Income & Expenses				
	Burials		4,575.00	
	Sale of Lots		2,300.00	
	Labor		-	
	Remembrance Program		-	
	Sale of Books		-	
	DM Interest Income - MM/SAV		352.00	
	Gain on E/J Investment Accounts		14,353.00	
	Total Fund Income		<u>21,580.00</u>	
	Cemetery Expenditures		-	
	Interest Expense			
	Remembrance Benches		668.00	
	Transfer to Parks Budget		-	
	Transfer to General Fund			
	Total Fund Expenses		<u>668.00</u>	
	Net Increase in Fund		<u>20,912.00</u>	

Cemetery Funds

as of April 30, 2023

Union Bank Money Market	14%	**	88,461.02
#2 Mutual Funds, CDs, Bonds	51%		314,289.23
#1 Equities, Growth Funds	35%		213,431.44
			<u>527,720.67</u>
Total: Edward Jones			527,720.67
			-
Total In Trust Fund			<u>616,181.69</u>

****Remembrance Program**

****Parks & Grounds**

	\$ 19,062.44	\$8,410.00 Barb
Invoice received 5/4/2023	\$8,500.00	Jun 30 2023

Heritage Memorials, Inc.

515 Union Street
Newport, VT 05855

CONTRACT

Date	Contract #
5/4/2023	5159
<i>*Price is valid for 7 days.</i>	

Name / Address
Stowe Cem. Remembrance Program Stowe Cemetery Commission c/o Donna Adams P.O. Box 730 Stowe, VT 05672

Customer Info.	Job	Install Date	
	Option #1	5/4/2023	
Description	Cemetery	Location	Amount
Barre Gray granite sign based on customer's drawing; 4-0x0-4x2-4; roof top; steeled 2, balance rock pitch; 2 dowel holes drilled; Barre Gray base; 3-0x1-0x1-0; steeled flat top, balance rock pitch; 2 dowel holes drilled; cement foundation & installation; lettering inside oval to read: 1838 FIRST BURIAL WEST BRANCH CEMETERY TOWN OF STOWE HISTORIC CEMETERY	Stowe, West Branch	Cemetery sign	6,276.00
Signature of Purchaser		Subtotal	
		Sales Tax (6.0%)	
		Total	

Date _____

TERMS: 50% Deposit due upon signing of Contract.

***NOTE: (2) Drawings are included in price, additional drawings or full size drawing will be done at an extra charge to customer.**
****Future date of death is NOT included in price.**

All monumental work described above is guaranteed against any defects in material and workmanship. Said monumental work with title hereto and right of possession thereof shall remain in the property of said party of the first part until paid for in full in accordance with terms of payment. In default of any payment hereunder purchaser licenses said party of the first part or its agents to repossess and remove said monumental work without guilt of trespass or any other wrong and authorize and empower them to apply for permit from cemetery superintendent for its removal, if cemetery permit should be necessary, and to take further steps deemed necessary to expedient and further agree to save them harmless from and under any entry repossession and removal and said monumental work shall be retained or disposed of by said party of the first part, without being answerable to purchaser for it or for any proceeds therefrom.

This contract does not include lettering, material or workmanship except as specified therein. It is mutually understood that there is no agreement regarding this order other than contained therein. This order is irrevocable and not subject to cancellation or countermand after acceptance. All checks, money orders or drafts of any kind must be made payable to said party of the first part. All payments in cash or otherwise must be made direct to said part of the first part. Execution of this contract is contingent upon strikes, fire, or accidents beyond our control.

Phone #	Fax #	E-mail	Web Site
802-334-2314	802-334-4635	heritagememsvt@gmail.com	www.heritagememorialsvt.com

Heritage Memorials, Inc.

515 Union Street
Newport, VT 05855

CONTRACT

Date	Contract #
5/4/2023	5159
<i>*Price is valid for 7 days.</i>	

Name / Address
Stowe Cem. Remembrance Program Stowe Cemetery Commission c/o Donna Adams P.O. Box 730 Stowe, VT 05672

Customer Info.	Job	Install Date
	Option #1	5/4/2023

Description	Cemetery	Location	Amount
- Lettering on back side to read: ERECTED BY THE REMEMBRANCE PROGRAM IN MEMORY OF BARBARA ALLAIRE'S SERVICE TO THE COMMUNITY OF STOWE * Barre Guild Association Seal of Lifetime Warranty is included in this price. **TERMS: 50% Deposit due upon signing of Contract; Balance is due upon installation ***Contact is Skeeter Austin at 802-279-8422; skeeter@pshift.com			
Acceptance of Contract: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.			
Signature of Purchaser _____			
		Subtotal	\$6,276.00
		Sales Tax (6.0%)	\$0.00
		Total	\$6,276.00

Date _____

TERMS: 50% Deposit due upon signing of Contract.

*NOTE: (2) Drawings are included in price; additional drawings or full size drawing will be done at an extra charge to customer.			
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All monumental work described above is guaranteed against any defects in material and workmanship. Said monumental work with title hereto and right of possession thereof shall remain in the property of said party of the first part until paid for in full in accordance with terms of payment. In default of any payment hereunder purchaser licenses said party of the first part or its agents to repossess and remove said monumental work without guilt of trespass or any other wrong and authorize and empower them to apply for permit from cemetery superintendent for its removal, if cemetery permit should be necessary, and to take further steps deemed necessary to expedient and further agree to save them harmless from and under any entry repossession and removal and said monumental work shall be retained or disposed of by said party of the first part, without being answerable to purchaser for it or for any proceeds therefrom.			
This contract does not include lettering, material or workmanship except as specified therein. It is mutually understood that there is no agreement regarding this order other than contained therein. This order is irrevocable and not subject to cancellation or countermand after acceptance. All checks, money orders or drafts of any kind must be made payable to said party of the first part. All payments in cash or otherwise must be made direct to said part of the first part. Execution of this contract is contingent upon strikes, fire, or accidents beyond our control.			
Phone #	Fax #	E-mail	Web Site
802-334-2314	802-334-4635	heritagememsvt@gmail.com	www.heritagememorialsvt.com

Heritage Memorials

Barre Gray Sign, Steel 2, BRP, Roof Top w/ 4" drop

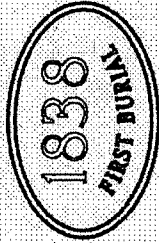
Size: 4-0x0-4x2-4

Barre Gray Pedestal, Steel Flat Top, BRP

Size: 3-0x1-0x1-0

Saved as HER-West Branch-OPTION 1-Front

West Branch: 3 1/2"
Year: 2"
First Burial: 3/4"
Town of: 1 1/4"



WEST BRANCH CEMETERY

TOWN OF STOWE HISTORIC CEMETERY

PLEASE CHECK THIS DRAWING CAREFULLY
We assume no responsibility for any errors, omissions or
mistakes when an approved drawing is followed. Work
cannot be completed on this order until this drawing is
signed approved.

Signature _____

Date: _____