

Stowe Cemetery Commission Meeting

Tuesday, February 21, 2023- Hybrid/Zoom Meeting

AGENDA

A meeting of the Stowe Cemetery Commission will be held Tuesday, February 21, 2023, starting at 8:30am via a hybrid/Zoom Meeting, the link will be posted on the Town of Stowe website at www.townofstovevt.org. The following agenda items will be addressed:

8:30 am	Work Orders, Minutes & Correspondence Treasurer's Report Superintendent's Report Remembrance Program Report New Business:
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: February 21, 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:

1 Stowe Cemetery Commission Meeting

2 January 17, 2023

3 Approved: _____

4
5 A meeting of the Stowe Cemetery Commission was held on Tuesday, January 17th, 2023, via Zoom
6 Hybrid starting at 8:30 AM. Members present Donna Adams, Claire "Skeeter" Austin, Karin Gottlieb, Gail
7 Kaiser, Nancy LaVanway, Mike Lemaire, Judy Smith, Lindsay Turiello.

8 **Minutes**

9 Reviewed the minutes from December 20, 2022. After proper edits were made, Judy made the motion to
0 accept the meeting minutes; seconded by Mike. No discussion. All in favor.

1 **Superintendent's Report**

2
3 David Danforth was not in attendance; Donna presented what David's crew observed the damage from
4 the recent storm caused in the cemeteries. No stones were disturbed, but the cemeteries will require
5 cleanup of branches. Donna and David discussed the reasoning for the increases of the fees.
6

7 **Treasurer's Report**

8
9 Skeeter provided the Treasurer's report. An expense in the amount of \$1425 was debited for corner posts.
0 Investment funds are down by about \$5000 due to the market. Nancy made the motion to accept the
1 Treasurer's Report; seconded by Judy. No discussion. All in favor.
2

3 **Budget** – Reviewed the revised budget for FY2024. There was a discussion about a line item that was
4 added by the Selectboard to budget in the amount of \$1000 for Memorial Day flags.
5

6 **Remembrance Program Update**

7
8 Skeeter provided a quick update. Presented the submitted design for the granite sign for West Branch
9 Cemetery. Skeeter is in the process of submitting quotes to Heritage Monuments and Livingston Farms to
0 meet the requirements for the requirement of the three bids/quotes. Next Remembrance Program meeting
1 will be held on February 8, 2023, at 9:00am via Zoom.
2

3 **New/Old Business**

4
5 A discussion was held about David's proposed rate increase for the cemetery fees. Donna explained the
6 reasons to support the increase. The increase supports manpower to do the job and the fees have not
7 been updated since 2000. The Commission changed David's proposed monthly storage fee from \$100
8 per month to a flat fee of \$150.
9

0 Donna discussed the letter she would like to send out to the owners of the plots located in Riverbank
1 Cemetery: Section 12 Rows 12 – 20. The town clerk's office will send out the letters once the owners are
2 located.
3

4 Meeting adjourned at 9:54 AM.

5 The next meeting will be held on February 21, 2023, at 8:30am.

6 Respectfully submitted by Lindsay Turiello, Town Clerks Office
7

TOWN OF STOWE, VERMONT
FORM V
FY 24 BUDGET WORKSHEET

Department: Cemetery Commission Expense Code Revenue Code Revenue Code Revenue Code
100-5820 100-25

Submitted By: Skeeter Austin

Total Expenditures Requested: **FY 2024 Budget**
\$ 20,800

Total Revenues Projected: \$ 1,200

Net Cost of Department: \$ 19,600

FY 24 Budget Request

Do not change

Budget Numbers	Expense Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 24 Budget Request	FY 23 - FY 24 \$ Increase (Decrease)	FY 23 - FY 24 % Increase (Decrease)
100-5520-65.00	Cornet Post Expense	1,200	1,485	1,200	1,005	1,200	1,200	-	0.00%
100-5520-84.00	Stone Restoration	17,500	15,880	17,500	18,600	20,000	18,600	(1,400)	-7.00%
100-5520-22.00	Memorial Day Flags	-	-	-	-	-	1,000	1,000	
	Now Assigned to Parks & Town Clerk								
	Total Base Budget	18,700	17,365	18,700	19,605	21,200	20,800	(400)	-1.89%
	Total Expanded Budget	-	-	-	-	-	-	-	-
	Total Operating Expenses	18,700	17,365	18,700	19,605	21,200	20,800	(400)	-1.89%

New

	Budget	Actual	Difference	% Difference
FY22	\$ 18,700	\$ 19,605	(905)	-4.84%
FY21	\$ 18,700	\$ 17,365	1,335	7.14%
FY20	\$ 18,700	\$ 8,318	10,382	55.52%
FY19	\$ 18,700	\$ 16,250	2,450	13.10%
Average:	18,700	15,384	3,316	17.73%

Budget Numbers	Revenue Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 24 Budget Request	FY 23 - FY 24 \$ Increase (Decrease)	FY 23 - FY 24 % Increase (Decrease)
100-2575-00.00	Cemetery-Cornet Post	1,200	645	1,200	1,230	1,200	1,200	-	0.00%
	Total Base Budget	1,200	645	1,200	1,230	1,200	1,200	-	0.00%
	Total Expanded Budget	-	-	-	-	-	-	-	-
	Total Operating Revenues	1,200	645	1,200	1,230	1,200	1,200	-	0.00%

Net Cost by Year	FY 21	FY 22	FY 23	FY 24
	17,500	16,720	17,600	18,375
			20,000	19,600
				(400)
				-2.00%

	Budget	Actual	Difference	% Difference	
0	FY22	1,200	1,230	30	2.50%
0	FY21	1,200	645	(555)	-46.25%
	FY20	1,200	630	(570)	-47.50%
	FY19	1,200	195	(1,005)	-83.75%
Average:	1,200	675	(525)	-44%	

**STOWE CEMETERY COMMISSION
FINANCIAL REPORT**

FY '23, 6 months ended , December 31, 2022

	FY 22-23 Budget	Actual	Remaining Balance
Cemetery Income			
Transfer from Cemetery Trust Funds	-	-	-
Corner Posts	1,200.00	365.00	835.00
Total Income	1,200.00	365.00	835.00
Cemetery Expenses			
Corner Post Expense	1,200.00	1,425.00	(225.00)
Stone Restoration	20,000.00	-	20,000.00
Total Expenses	18,700.00	1,425.00	19,775.00
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		55.00	
Gain on E/J Investment Accounts		(1,733.00)	
Total Fund Income		5,197.00	
Cemetery Expenditures		-	
Interest Expense			
Remembrance Benches		668.00	
Transfer to Parks Budget		-	
Transfer to General Fund			
Total Fund Expenses		668.00	
Net Increase in Fund		4,529.00	
Cemetery Funds			

as of December 31, 2022

Union Bank Money Market	15%		** 88,390.40
#2 Mutual Funds, CDs, Bonds	52%		307,543.60
#1 Equities, Growth Funds	33%		197,038.41
Total: Edward Jones			504,582.01
Total In Trust Fund			592,972.41

**Remembrance Program

\$ 19,062.44 \$8,410.00 Barb

**Parks & Grounds

\$7,000.00 Jun 30 2023

Agenda Summary

February 13, 2023

Agenda Item No.

Cemetery Rate Change Request

Summary: Attached is a proposed rate increase to the Stowe Cemetery Fees form. Several items on the Cemetery Fee Schedule have not been reviewed and/or updated in over 20 years; the following proposed fees have been adjusted based on actual time and labor required to provide such service.

Installation Fees:

Corner Marker Installation Increase \$25.00

Flush Marker Installation Increase \$25.00

Opening Fees:

Full Burial Site Increase \$75.00

Full Burial without a Vault Increase \$25.00

Cremated Remains Increase \$25.00

Storage Fees:

Vault Storage Fee Increase \$50.00

Town Crew Labor:

Increase per hour by \$15.00/hour and clarify that the rate is for each crew member.

Town Plan Impact: N/A

Fiscal Impact:

Recommendation: Move to approve the attached cemetery rate changes.

**TOWN OF STOWE
CEMETERY FEES**

CEMETERY LOT, 4' x 12' **\$550.00**
(One full interment and up to four cremated remains allowed. (See Rules and Regulations))

Corner Markers must be purchased with a lot:

Imperial Grey (set of four) **\$105.00**
Red or Black (set of four) **\$165.00**

Corner Marker Installation **\$ 50.00**
Flush Marker Installation **\$ 50.00**

MEMORIAL GARDEN LOT, 3' x 4' (up to two inurnments) **\$325.00**
Installation fee for (optional) invertible in-ground vase **\$ 25.00**

OPENING FEES:

Full Casket Burial Site **\$525.00 ***
Full Casket Burial Site Without a Vault **\$775.00 ***
Cremated Remains Site **\$200.00 ***
(Memorial Garden or Main Cemetery)

* Approval for Winter season burials is at the discretion of the Superintendent of Cemeteries, and will be charged the above opening fees, **minimum of \$700.00** for snow removal, thawing equipment and other costs incurred.

VAULT STORAGE FEE: **\$100.00**

FEE FOR USE OF TOWN CREW, **\$ 50.00 per hour**
For other required or requested work (minimum of \$50.00)

All cemetery deeds must be recorded. The fee for this is \$15.00 per page, payable to the Town of Stowe.

Please note that land in our cemeteries is not sold. Purchasers acquire only burial rights.

Revised: 07/19/2022

**TOWN OF STOWE
CEMETERY FEES ~ PROPOSED RATE CHANGES**

CEMETERY LOT, 4' x 12' **\$550.00**
(One full interment and up to four cremated remains allowed. (See Rules and Regulations))

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Corner Marker Installation **\$100.00**
Flush Marker Installation **\$100.00**

MEMORIAL GARDEN LOT, 3' x 4' (up to two inurnments) **\$325.00**
Installation fee for (optional) invertible in-ground vase **\$ 25.00**

OPENING FEES:

Full Casket Burial Site **\$600.00 ***
Full Casket Burial Site Without a Vault **\$800.00 ***
Cremated Remains Site **\$225.00 ***
(Memorial Garden or Main Cemetery)

* Approval for Winter season burials is at the discretion of the Superintendent of Cemeteries, and will be charged the above opening fees, **minimum of \$700.00** for snow removal, thawing equipment and other costs incurred.

VAULT STORAGE FEE: **\$150.00 flat fee**

FEE FOR USE OF TOWN CREW, **\$ 65.00 per hour**
per crew member

For other required or requested work (minimum of \$50.00)

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Revised: 01/17/2023