

Morristown Cemetery Association
FALL Meeting Minutes
Wednesday, October 1, 2014~ 4:00 pm ~ Tegu Building Community Meeting Room

Present: Dennis Smith, Anne Shackett, Jane Paine, Annette Smith, Irene Wilkins, Cherie Lefevre, Priscilla Draper and Brian Kellogg ABSENT: David & Sondra Sanborn and Francis & Irene Huard

- I. Meeting Called to Order at 4:12 pm
- II. Minutes of Summer Meeting (Monday, July 14th, 2014) – Anne Shackett requested that an amendment be added in Section VI, C Trees at Riverside: “Brian Shackett and his family spent an afternoon cutting up fallen trees at Riverside.” Motion made by Cherie Lefevre to accept Minutes with proposed amendment. Seconded by Brian Kellogg. Passed.
- III. Treasurer’s Report (for the period January 1 – Sep30, 2014) presented by Jane Paine. (see attached financial statements) – Motion made by Irene Wilkins to approve as presented. Seconded by Anne Shackett. Passed.
- IV. Endowment Secretary’s Report by Annette Smith – 9 lots sold at Mountain View, 3 lots sold at Randolph (total sale proceeds received in September from Mark Faith were deposited into the Operating Account)- Motion was made by Anne Shackett to move \$1200 into the Endowment savings account at Union Bank. Seconded by Cherie Lefevre. Motion was defeated. Further discussion of Endowment account balances in Section VII – New Business – New Motion was made by Brian Kellogg to accept as presented. Seconded by Irene Wilkins. Passed.
- V. Public Concerns – Anne Shackett reported that Jeannette Beckley expressed concern about a pile of dirt/plywood near the Mason’s stone/gas tank. Not sure who put it there. Anne to check with Mark Faith.
- VI. Unfinished Business
 - a. Mowing, Review of Contract: It has become obvious that we need a professional mowing service. Dan Lindley has agreed to request \$12,000 in the upcoming Town Budget in anticipation of a higher priced contract. Dan L. explained to Dennis that a “bid process” is not required, but it is preferred. The Association does not have to take the lowest bidder, but rather who we feel would do the best job for appropriate price. Dennis will call Tom at the VDOC to request a one month extension on current contract to mow a few more times in the month of October. Dennis recommended that grave-filling, liming & fertilizing be added as part of the duties of the new contract. No separate payments. Jane will contact Erica Allen to start the bid process in January, in hopes to get more interested applicants before they fill their schedules with other contracts.
 - b. Maintenance-Liming Project: Robert & Sons Lawn Care limed & fertilized Riverside, Plains and Laporte cemeteries. Staymat was laid in the tire tracks of the road at Laporte to prevent cars from dragging. Total labor cost was \$1510.00. The lime & fertilizer was charged to Menard’s Agway for a cost of \$632. Total was only a little over the initial quote of \$2,000.
 - c. Delinquent Corner Markers – Dennis reported that it has been a nightmare trying to reach families about purchasing their corner markers ... will continue to be a work-in-progress, with not a lot of hope for success. (only 4 ~ 3 at Randolph, 1 at Mtn View)
 - d. Trees (Wheeler, Laporte, Riverside) – Large tree at the main gate of the Wheeler cemetery has been tagged for removal (very top is dead along with many branches – it is the one that lost a huge branch during last winter’s ice storm). Also going to ask the Town crew to trim branches of a tree along the left side of cemetery. A tree at Laporte has also been tagged for removal. Two trees marked at Riverside along with another small maple that a family may possibly take down themselves. In speaking with Dan Lindley, they expect to get these removed before winter.
 - e. Tour with Patrick Healy – Jane and Dennis spent one afternoon (3 hours) walking all seven cemeteries with Patrick Healy, the Vermont Cemetery Assoc. president. We located twelve stones that need repair. He gave suggestions for contractors and advice on various misc. repairs. He would be willing to come and help if necessary. He also told us that he thought our cemetery looked great. ☺

- f. Review/Vote on Stone Repairs – Jane left messages for the three contractors that Patrick recommended (Walbridge Memorials, Kuhn Memorials & Granite Corp of Barre). She heard back from two that were interested in submitting bids. She forwarded photos and location of the twelve stones. Barre Granite actually made site visits before submitting bid. See attached for details. The bid price is \$1980 - \$2500. Kuhn Memorials requested additional information, but did not make a site visit. The bid from Kuhn Memorials was \$10,000 through an e-mail. Because of the big variance in bids, Jane sought the advice of Patrick Healy who said “Not surprised. I would go with Barre Granite.” A motion was made by Cherie Lefevre to accept the bid that Patrick Healy recommends (Barre Granite). Seconded by Brian Kellogg. Passed. Jane will contact Barre Granite to let them know they can start this fall or in the spring.
- g. Changes at Mountain View – There has been one row that has been reserved for a road in the event that the Association would be able to purchase more land adjoining the current boundaries. Mark Faith has informed the Association that he has buyers ready for lots in this area if we chose to make this area into gravesites. It would possibly allow for 15 more graves. Dennis has spoken to Randall Plante, current land owner. Randall states that as long as he owns the property, none will be for sale. It is also noted that the back section drops off and it may not be conducive to more lots in the future. Brian K. pointed out that if the Association were ever offered to buy the adjoining land, it could also buy a right of way. After discussion, a motion was made by Cherie Lefevre to tell Mark Faith to create & sell lots that had previously been reserved for a road. Seconded by Brian Kellogg. Passed. Dennis to notify Mark Faith.
- h. Consideration of By-Law Changes – Jane reviewed the minutes of the Annual meeting on April 22nd with the two recommended changes that will be warned for the next annual meeting. No additions made at this point in the meeting. They are as follows:
 - i. Article I first sentence to read “Any person residing in the Town of Morristown or having an interest in the cemeteries of the Town may become a member of the Association.”
 - ii. Article V first sentence to read “The Annual Meeting shall be held during the month of April each year at such public place at such hour as the Executive Board may appoint.”
- i. Other Unfinished Business - none.

VII. New Business

- a. Trustee Reports
 - i. Lakeside – Cherie reported that it is looks good – no broken stones.
 - ii. Laporte – Dennis reiterated the installation of staymat in the grooves of the road. Brian Shackett completed the repairs of a broken stone by making a wooden frame and placing stone in a bed of cement.
 - iii. Mountain View – Anne reported that she has the name of a person who may be interested in mowing the cemeteries free of charge. We will invite him to submit his request through the bid process. A stone was found leaning against a tree and Anne will investigate with Mark Faith. Anne had thought that maybe the standing water pipe might be a viable source for use to water plants, but found that its only purpose was to let air out of the pipe lines.
 - iv. Plains – no report.
 - v. Randolph – Two broken stones. One of them to be fixed by VDOC from being bumped by mowers.
 - vi. Riverside – no report.
 - vii. Wheeler – freshly mowed on 9/30/14, probably will not require further attention in October. Lee Sturtevant had called Jane and left message that an open burial site was left uncovered by Clegg’s overnight (danger to visitors and animals) Jane reported his observation to Mark Faith. Just waiting now for the Town crew to remove the tree at the Main Gate entrance.
- b. Creation of New Board Position: With more maintenance projects coming up in the future, Dennis recommended that the Association create a new position and amendment to the By-Laws that shall read as follows:
 - i. Article II, Section 1 – The officers of the Association shall be ... and Grounds Director.
 - ii. Article III, Section 6 – Grounds Director – The Grounds Director shall work with contractors doing work at the cemeteries. The GD will work with the President and Trustee(s) of an individual cemetery to determine scope of projects at that cemetery or with the entire Board on projects

concerning all cemeteries. The GD will help prepare requests for bids or estimates when needed, be involved reviewing bids and estimates received and give input to choosing the contractor. The GD will supervise the contractor and report to the President as needed.
The Board felt this was a good idea and will be warned in the next Annual meeting.

- c. Other New Business – Review of account balances. Current balance in Operating account at 9/30/14 is \$31,170. Jane recommends leaving only enough in the account to cover the Wheeler gate, stone repairs and a beginning balance for next spring, thus moving \$15,000 into a CD earning a higher interest rate. Members questioned whether we needed to designate funds as endowment since we sold 12 lots this year. Jane reviewed the minutes from October 9th, 2012 when the Association voted to create a minimum balance of total Endowment funds to be \$70,000 (with annual cost of living adjustment.) Because our current endowment balance is \$91,712, it is well above our minimum requirement. If we designate funds as “endowment”, we will NOT be able to use them for future projects, if needed. Jane also contacted Union Bank and it was determined that the early withdrawal fee for the \$10,000 CD earning 1% until June 2015 would be \$50.00. Jane researched local banks and credit unions and the highest rate was still with VSECU (see attached) Final recommendation from Jane was to close the Union Bank \$10,000 CD and combine it with the \$15,000 operating funds and move to a 5 year CD at the VSECU earning 1.74%. It would be designated as “operating” for future use. Motion made by Brian Kellogg to accept this final recommendation. Seconded by Cherie Lefevre. Passed.

Motion made by Anne Shackett to adjourn the meeting at 5:55 pm. Seconded by Cherie Lefevre. Passed.

Next Meeting to be held mid-winter to review maintenance bids. Will try to schedule the Tegu Building again. Time will be approx. 4:30 to accommodate Brian Kellogg's schedule a little better.

Respectfully submitted,

Jane Paine

Morristown Cemetery Association
Balance Sheet
September 30, 2014

ASSETS

Current Assets

Cking - Operating UBMM
Interments/Lot Sales Receivabl
CD-VSECU-Future Land-1.74%

\$ 31,169.53
700.00
3,570.70

Total Current Assets

35,440.23

Board Designated Endowments

Investment - Merchants Trust
Savings - VSECU - membership
Savings - UB Endowment
CD - UB 33880 - 6/4/15 - 1%
CD - UB 74574 - 1/13/15- 2.75%
CD - VSECU - 1/4/19 - 1.74%

26,001.53
242.08
444.34
10,000.00
42,820.15
12,204.00

Total Other Assets

91,712.10

Total Assets

\$ 127,152.33

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable
Deferred Revenue - Town Funds

\$ 320.00
9,280.00

Total Current Liabilities

9,600.00

Capital

Retained Earnings
Excess/(Deficit) Rev over Exp

111,846.52
5,705.81

Total Capital

117,552.33

Total Liabilities & Capital

\$ 127,152.33

2600.00 Town Funds
3025.00 Wheeler Gate
1200.00 Lot Sales Endowmt
13825.00
17344.53 Operations
31,169.53

Peoples United	=	1.0%	5 year
Union Bank	=	1.10%	5 year
Merchants	=	1.15%	5 year
TD Bank	=	.85 %	5 year
		1.25%	7 year
NEFCU	=	1.70%	5 year
VSECU	=	1.74%	5 year

\$ 31,169.53

(\$ 3,025.00) Wheeler Gate

(\$ 2,500.00) Stone Repair Quote

\$ 25,644.53

(\$ 15,000.00) Endowment of \$1200 plus additional \$13800

\$ 10,644.53 Oct – June Available for Operations