

Morristown Cemetery Association Summer Meeting Minutes
Tuesday, July 9th, 2013 ~ 6:00 pm ~ Morristown Centennial Library

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

- I. Meeting called to order at 6:00 pm by Dennis Smith
 - a. April Minutes had previously been e-mailed and delivered so members would have a chance to review prior to the meeting.
 - b. Motion made by Anne Shackett to approve minutes as written, seconded by Cherie Lefevre, passed.
- II. Treasurer's Report
 - a. Jane distributed Financial Statements for the period ending June 30, 2013.
 1. Town Funds of \$3000 received for the contract period April, May & June.
 2. Report from Mark Faith of 9 burials to date - \$450 due to Assoc.
 3. Investments took small dip in May & June
 4. Two CD's totaling \$5000 matured and were transferred to the Merchants Trust Co.
 5. Two 275 gal water storage tanks have been purchased for use by Vt. Dept of Corrections to clean stones - \$200
 6. Motion made by Brian Kellogg to accept Treasurer's Report, seconded by Cherie Lefevre, passed.
- III. Endowment Secretary's Report
 - a. Annette Smith reported that one lot was sold at Lakeview Cemetery in May. Her balance showed \$1000 more than Treasurer's Report, but was determined that Annette had not received an up-to-date report from the bank. Jane will make copies of the statements for Annette's record showing the transfer of \$1000 to the Operating Account as directed at the April 9th meeting.
 - b. Motion made by Brian Kellogg to accept the Endowment Secretary's Report, seconded by Anne Shackett, passed.
- III. Trustee Reports
 - a. Lakeview
 1. Cherie reports that post at entrance still needs painting and the "Rules" sign is now bent. Members believe there still should be two signs somewhere that had previously been ordered. Anne Shackett to ask Brian if he might have knowledge of where they are stored.
 2. Cemetery looks good when mowed, grass clippings are no longer on stones, but not being mowed often enough.
 3. Cherie received a phone call from a Cochran family member because the lawn hadn't been mowed prior to their burial service. Very upset about the look of the cemetery.
 4. Discussion about how do we make sure our cemeteries look good for funeral services? Suggestion for Mark Faith to e-mail funeral / burial schedule to Brian Shackett so he can prioritize the mowing schedules.
 - b. Laporte
 1. Priscilla reports that cemetery "looks good" and there has been one burial this spring.
 2. Dennis reports that brush needs to be trimmed on the left side as you drive into cemetery so that crew can mow back further. Also would like to see the crew reach under the fence (near Bailey side) with weed trimmers because they are unable to mow around the outside of the fencer with large mowers.
 - c. Mountain View
 1. Anne reported that the work crew removed the troublesome grapevine and that the owner was very pleased. She said there has been a lot of traffic at the cemetery. She replaced a couple of broken flags. One barrel was full - one was empty.
 2. Anne voiced concern about whether it is necessary for large cement trucks to drive into the cemetery to build small bases. Are there other options?
 3. Anne reported for Brian Shackett that some of the scheduling trouble has been due to offenders not showing up as planned. Hopefully that issue has been resolved and timeliness will be back on schedule.
 - d. Plains - Irene Huard reports "looks good, no trees down, happy" - shady areas, grass does not grow fast
 - e. Randolph - Dennis reports that he is satisfied. Old fences need picking up, but no complaints.
 - f. Riverside
 1. Dennis reports that the new fence is up.

2. A flagpole and monument have been donated in "memory of Joe Yacovone". The Association would like to find out who actually donated so a Thank You can be sent. Jane will ask the Town office if they know who is the donor.
3. Brush starting to accumulate again with some stones hidden in brush in back corner.
4. Would like to have two sections of the new fence locked and give the keys to the VFW to hold to deter foot traffic through cemetery.

g. Wheeler

1. Jane reported that when cemetery is mowed it looks great, just not being mowed often enough (currently every 10 – 12 days).
2. No further details on the gate replacement at this point. Had been waiting for IRS business to be completed.
3. Completed the sanding of another side of the fence. The primer/paint on the completed roadside section was beginning to chip in early spring. Jane is investigating another primer product that is supposed to "stick to anything" that will not hold paint. Will probably sample one gallon, then check it in the spring to be sure it works before making the investment as it is more expensive than oil base primer that was previously used. If the new primer company determines they can use our project photos as a testimonial, they may make a donation of a few gallons of their product. They would then follow our project to see how long the product lasts over the years.

h. General Discussion

1. All agreed that mowing quality is very good, but not fulfilling contract terms of mowing weekly. Currently, hours provided are not close to \$1000 monthly contracted rate we are paying.
2. Brian Kellogg recommended they we contact Dan Linley about enlisting the town crew's assistance with removing some trees at Riverside and Laporte. The Town is usually very accommodating.
3. Concern around what will happen when there are no more plots for sale in our current cemeteries. No solutions determined.

IV. Unfinished Business

- a. IRS – Jane reports that our tax exempt status has FINALLY been reinstated, effective 5/28/2010. The Form 990-N has been successfully accepted. Our current status can also be seen on the IRS website should anyone attempt to look us up. The original approval letter will be stored at the Town Clerk's office.
- c. Water Tanks purchased, but have not confirmed with Brian Shackett that he has picked them up yet.

IV. VCA – Vt Cemetery Association Annual Meeting – 6/20/13 – Grn Mtn Cemetery in Montpelier

- a. Jane attended this meeting (fee paid personally) as well as Brian Shackett (state paid).
- b. Topics covered were foundation/monument maintenance, Green Burials and Scanning of archived documents into a computerized mapping program.
 - i. A demonstration about cleaning monuments was given using a power washer and "nu-stone" cleaner.
 - ii. Representative from Boston Scanning showed how his program worked, linking scanned archived records to GPS mapping. Can be web-based. They would come on-site to appraise what the cost would be to our Association if we were interested. In the future, perhaps the Town would assist with this type of project if approached. More research will be needed.
 - iii. Green Burials – (no casket, simple, natural, biodegradable shroud, no embalming) - Do we want to allow them? Many questions would need to be asked if someone were to request a Green Burial. Jane handed out a list of questions that should be considered when asked about a green burial. The VCA recommends that we do not allow them in public cemeteries due to all the legalities. We need to have language in our "Rules and Regulations" that states our position clearly. Jane and Dennis will do more research before our October meeting to find sample language to be used.

Motion made by Cherie Lefevre to adjourn the meeting at 7:20 pm, seconded by Anne Shackett..

Next Meeting Scheduled for Tuesday, October 8th – will call Library to schedule date – 6pm

Respectfully submitted,

Jane P. Paine

Morristown Cemetery Association
Balance Sheet
September 30, 2013

6000.00 (Oct, Nov/Apr, May, Jun)
 1563.00 (Wheeler Gate)
 145.00 (Wheeler Fence)
 12017.49 (Operations/Repairs)

ASSETS

Current Assets

Cking - Operating UBMM
 Cking - Future Land UBMM
 Interments Receivable

\$ 20,725.49
 3,554.06
 450.00

Total Current Assets

24,729.55

Board Designated Endowments

Investment - Merchants Trust
 Savings - UB Endowment
 CD - UB 33880 - 6/4/15 - 1%
 CD - UB 61862 - 11/22/13 - 1.4%
 CD - UB 74574 - 1/13/15 - 2.75%
 CD - UB 75203 - 10/23/13 - 1.65%

24,404.32
 439.02
 10,000.00
 4,502.42 *
 41,658.69
 7,701.37 *

Total Other Assets

88,705.82

Total Assets

\$ 113,435.37

LIABILITIES AND CAPITAL

Current Liabilities

Deferred Revenue - Town Funds

\$ 6,000.00

Total Current Liabilities

6,000.00

Capital

Retained Earnings
 Excess/(Deficit) Rev over Exp

103,017.25

4,418.12

Total Capital

107,435.37

Total Liabilities & Capital

\$ 113,435.37

Morristown Cemetery Association
Income Statement
For the Nine Months Ending September 30, 2013

YTD 2013

REVENUES

Sale of Lots

Sale of Lots - Lakeview	\$ 1,200.00
Sale of Lots - Mountain View	400.00
Total Sale of Lots	1,600.00

Maintenance Contract

Town Allocation	6,000.00 (Apr, May, Jun, July, Aug, Sep)
Total Maintenance Contract	6,000.00

Interest Earned

Interest - Operating Cking	12.16
Interest - Future Land Cking	1.46
Interest - Merchants Trust	383.88
Interest - Endowment Savings	0.48
Interest - UB CD 33880	75.10
Interest - UB CD 34141	20.56
Interest - UB CD 34185	30.56
Interest - UB CD 61862	47.34
Interest - UB CD 74574	847.15
Interest - UB CD 75203	95.16
Total Interest Earned	1,513.85

Charitable Contributions

Donations - Wheeler	100.00	In Memory of Thomas Paine for Gate Fund
Total Donations	100.00	

Interments

Interments-Lakeview	50.00
Interments-Mtn View	250.00
Interments-Wheeler	100.00
Interments-Laporte	50.00
Total Interments	450.00

Investment Activity

Realized Gain(Loss)-MTC	93.36
Unrealized Gain(Loss)-MTC	313.36
Total Investment Activity	406.72

TOTAL REVENUES **10,070.57**

OPERATING EXPENSES

Stone Repair & Restoration

Fencing Repairs/Replacement

Fencing - Wheeler	107.94
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Annual Care & Maintenance

Annual Care and Maintenance	5,530.00
Annual Care - Mountain View	8.50 Hillside Trash

TOTAL OPERATING EXPENSES **5,646.44**

ADMINISTRATIVE EXPENSES

Dues Expense	25.00	Vermont Cemetery Association
Postage Expense	9.20	
Office Expense	(223.50)	Reimbursed by IRS \$300 / Pd \$76.50 News & Citizen
Bookkeeping Expense	100.00	
Investment Mgmt Fees	95.31	

TOTAL ADMINISTRATION **6.01**

Total All Expenses **5,652.45**

Excess/(Deficit) Revenue over Expenses **\$ 4,418.12**