

# Morristown Cemetery Association

## ANNUAL Meeting

Monday, April 3rd, 2017  
Tegu Building Conference Room

### AGENDA

- I. Call to order at 4:35pm by Dennis Smith
- II. Introductions – not necessary
  - a. Attendees – Dennis Smith & Lorinda Smith, Annette Smith, David Sanborn, Cherie Lefevre, Anne Shackett, Brian Kellogg & Jane Paine
  - b. Absent – Sondra Sanborn, Irene Wilkins
- III. Public Concerns - none
- IV. Reading of the By-Laws

**Motion made by Anne Shackett to waive the reading of the By-Laws. Seconded by Brian Kellogg. Passed.**
- V. Minutes of October 2016 meeting

**Motion to accept by David Sanborn. Seconded by Anne Shackett. Passed.**
- VI. Treasurer's Report

Jane presented the 1<sup>st</sup> Quarter 2017 financials for the three months ending 3/31/17. (see attached)  
Mark Faith deposited funds for sale of 5 lots sold in Fall 2016 and 8 interments in last qtr of 2016 (\$2400.00)  
Vanguard accounts doing very well. 8.5% since inception. Potential for sending more endowment funds to the Bond account. We will make that decision at the next meeting after we see what maintenance costs we may have this year.  
Currently, \$7,400.00 in Operating account available for maintenance purposes.  
**Motion to Accept by Brian Kellogg. Seconded by Cherie Lefevre. Passed.**
- VII. Endowment Secretary's Report  
One lot sale at Randolph – David Stevens (Row N, Lot 12, Space A).  
Four Lots sold at Lakeview – Brian & Wanda Audet (Row S, Lots 13,14,15,16)  
Jane assisted Annette with updating her "red book" with previous interest amounts; so all is current.  
Mark had e-mailed that he has 6 pending lot sales at Mountain View – this figure has been booked as an Accounts Receivable.  
**Motion to Accept by Brian Kellogg. Seconded by Cherie Lefevre. Passed.**
- VIII. Cemetery Reports by Trustees – Ground Director

Riverside – report by David Sanborn – Jane to make apt with Dave to walk the cemetery so she will know where to direct Barre Granite to look for the three broken stones from last year. Discussion that we should quote the cost of new fencing needed and add to next year's town budget request.  
Mountain View – some limbs off the big pine in front. Some stones leaning. Mark and Dennis to look at the old road that has been turned into lot spaces to see if there is room to make cremation only lots. Brian to see if there is a "ONE WAY" sign that the town might have for us to use to direct traffic correctly into the cemetery.  
Lakeview – Cherie Lefevre didn't have anything to report at this time as too much snow.  
Laporte – Lorinda Smith reports too much snow to check stones, but there is a section of vinyl fence that has come apart on the corner of the Stowe side that will need repair.  
Plains – no report given  
Randolph – Dennis anxious to get back to work on the fence and the cremation only area. The existing vinyl fence was turned at a 90 degree angle to help keep cars in the appropriate area. Dennis would like to get a sign made that says "Please enter through the gate" with an arrow. Dennis also request funds to buy a corner post the for the fence. He estimates both to cost less than \$100. Dennis would like to put a 3' picket fence around the cremation only area to hide

the woods. He will price the options to have available for discussion at the next meeting. **Motion to allow Dennis to purchase sign and make repairs to the fence as needed. Seconded by David Sanborn. Passed.**

Wheeler – Jane reports that Irene had contacted the Water & Light Dept in the Fall and they came and trimmed some hanging branches off the remaining large pine in the left front corner. Unfortunately, during one snow storm this winter, more branches fell leaving quite a mess. We don't believe any stones were damaged. There are many old stones leaning again. Jane hopes to have help from family members this summer in straightening these stones. Jane has letter ready to send to the family of Dana Bingham after getting addresses from Town Clerk. Letter to be mailed this week requesting the lot be cleaned up by June 1<sup>st</sup>.

IX. Election of Officers

- a. **Motion made by Cherie Lefevre to accept the current slate of officers. Seconded by Brian Kellogg. Passed.**
- b. President = Dennis Smith
- c. Vice President = Anne Shackett
- d. Sec/Treasurer = Jane Paine
- e. Endowment Secretary = Annette Smith
- f. Trustee to the Board = Sondra Sanborn
- g. Grounds Director = David Sanborn

X. Unfinished Business

- a. Mowing Contract – Dennis signed the contract for a third year with Robert and Sons Lawncare. Discussion whether we should put the contract out to bid next year. To be decided at the end of this summer's term.
- b. Update of Bookkeeping – Mark Faith continues to have difficulty getting the appropriate paperwork to the Town Clerk's timely. He made be relinquishing his role as Sexton due to his time constraints of busy schedule. Jane, Dennis, Brian to setup a meeting with Dan L and Town Clerk to determine how the sale of lots might take place in future. Then hold meeting with Mark Faith and others (potentially from Pleasant View and VT Cemetery Association).
- c. Update on Green Burials – Dennis attended a local meeting to hear about green burials and the request to have the minimum burial depth changed from 5' to 3 ½' for green burials. He was impressed with the presentation. It was presented that the "green burial folks" do not intend to impose their requirements on existing cemeteries.

XI. Other Business

- a. Anne Shackett mentioned that she had been contacted by Ernest Godfrey to tell her that there were three lots that had been owned by his brother, Ed Godfrey, that would not be used – Lot 26. Dennis is going to follow up with the Town Clerk to see if we can make the offer to purchase the lots back – what documentation is needed to make that happen?
- b. Jane reported that she had an inquiry from someone about planting a memorial tree at Lakeview. The rules and regulations were explained that it was no longer allowed. It is reported that the family is okay with explanation.

XII. Adjourn at 5:55 pm

- a. **Motion made by Anne Shackett. Seconded by David Sanborn. Passed.**

**Next meeting to be held in May 2017 – going to have a quick meeting after we are able to walk the grounds to determine if more stones need repair – trustee reports and determination what to spend this summer.**

**Respectfully Submitted,**

**Jane Paine**

Morristown Cemetery Association  
Balance Sheet  
March 31, 2017

ASSETS

**Current Assets**

Operating - Operating UBMM  
Interments/Lot Sales A/R  
Donor Restricted-Wheeler Gate  
CD-VSECU-Future Land-1.74%-5y  
CD-VSECU-Operating  
CD - VSECU - 1/4/19 - 1.74%

\$ 12,400.25  
2,400.00  
3,700.00  
3,729.07  
0.00  
12,204.00

12400.25  
( 1000.00) due to Endowment  
( 4000.00) May + June Mowing  

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7400.00

↳ available for maintenance expenses

Total Current Assets

34,433.32

**Board Designated Endowments**

Savings - VSECU - membership  
Savings - UB Endowment  
Due From Lot Sales  
Vanguard Investments

773.41  
2,448.09  
1,000.00  
102,466.79

4221.50 → next meeting discuss sending a portion of this to Vanguard

Total Other Assets

106,688.29

Total Assets

\$ 141,121.61

LIABILITIES AND CAPITAL

**Current Liabilities**

Due To Endowment Fund  
Deferred Revenue - Town Funds

\$ 1,000.00  
4,000.00

Total Current Liabilities

5,000.00

**Capital**

Retained Earnings  
Excess/(Deficit) Rev over Exp

128,209.93

7,911.68

Total Capital

136,121.61

Total Liabilities & Capital

\$ 141,121.61

Morristown Cemetery Association  
Income Statement  
For the Three Months Ending March 31, 2017

YTD 2017

**REVENUES**

**Sale of Lots**

Sale of Lots - Lakeview	\$	1,600.00
Sale of Lots - Mountain View		2,400.00
Sale of Lots - Randolph		400.00

→ represents pending sales

<b>Total Sale of Lots</b>		<b>4,400.00</b>
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**Maintenance Contract**

Town Allocation		0.00
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<b>Total Maintenance Contract</b>		<b>0.00</b>
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**Interest Earned**

Interest - Operating Cking		2.34
Interest - Future Land Cking		15.94
Interest - Endowment Savings		0.62
Interest - VSECU CD 8394		52.50
Dividends - Vanguard		540.35

<b>Total Interest Earned</b>		<b>611.75</b>
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**Charitable Contributions**

<b>Total Donations</b>		<b>0.00</b>
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**Interments**

Interments-Lakeview		150.00
Interments-Randolph		50.00
Interments-Mtn View		200.00

} Fall 2016

<b>Total Interments</b>		<b>400.00</b>
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**Investment Activity**

Unrealized Gain(Loss)		2,509.73
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→ doing well  
Vanguard Performance  
8.5% since inception

<b>Total Investment Activity</b>		<b>2,509.73</b>
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<b>TOTAL REVENUES</b>		<b>7,921.48</b>
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**OPERATING EXPENSES**

**Stone Repair & Restoration**

Total Stone Repairs		0.00
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**Fencing Repairs/Replacement**

Total Fence Repairs		0.00
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**Mowing & Maintenance**

Total Mowing & Maintenance		0.00
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**Administration**

Postage Expense		9.80
Meetings		0.00

<b>Total Administration</b>		<b>9.80</b>
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<b>TOTAL OPERATING EXPENSES</b>		<b>9.80</b>
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<b>Excess/(Deficit) Revenue over Expense</b>	<b>\$</b>	<b>7,911.68</b>
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