

Cemetery Meeting Minutes  
Thursday November 19, 2020  
City Hall-City Council Chambers

Attendance:

Maggie Roberge, Chair

Neil Larson, Vice Chair

Woody Openo

Mark Richardson

Absent: Amy LaBelle

Maggie opened the meeting at 3:30pm

**Minutes of October 1, 2020**

The minutes of the October 1, 2020 Trustees Meeting was reviewed. Maggie asked if there were any corrections; hearing none, she asked for a motion to accept the minutes. Neil Larson moved and Mark Richardson seconded the motion to accept the minutes as submitted. Motion passed unanimously.

**Comments by Visitors**

There were no visitors at the meeting.

**Director of Public Works Report**

The Directors report was reviewed by all members and the report was summarized by Michael Bobinsky. The following are highlights of the report:

- Alden Bailey Restoration completed the removal and replacement of the slate roof at the Furber Chapel. Use of a blue green slate along with copper flashing material highlight the renovation. Alden Bailey did impressive work and all have been pleased with their high-quality work. Staff is working on final reports, project closeout and preparing a chapel Stewardship Agreement Plan for the City Council to review and consider adopting. LCHIP and Moose Plate grant funds are being used along with a related cemetery trust fund to off set the City's local share costs.
- Staff is working with individuals on the sale of 1-2 cremain lots in the Cremation Garden and 2 full size burial lots on Ave 3 S, outside of the cremation garden. Trustees were asked to approve the consideration of selling the 2 full size lots and a request for an upright marker. The Trustees agreed with the sale of the lots off of Ave 3 S but did not support allowing upright markers in

this location due to possibly blocking the view of the cremation garden if standing at 3 S. Trustees did support a slightly raised marker with a slant front and or flat markers in this area.

- Request for Temple Israel to amend a family burial deed to allow a son in place of a father on the burial deed. Trustees supported the request.
- Staff prepared a draft set of specification for a spring solicitation of quotes for painting the fence along Maple Street.

**Trustees were asked by staff for guidance on 5 items:**

- Temple Israel request to amend burial record. Neil moved and Mark seconded a motion to allow the amendment to the burial record. All voted in favor.
- Burial procedures when families elect not to use a funeral director. Tabled discussion until next meeting.
- Review of new full burial plots located off of Ave 3 S in front of Cremation Garden, with upright monuments. Maggie moved to allow the burial of the lots in this location, but to restrict size of monuments to either flat markers or slightly raised /slanted markers. Mark seconded the motion. All voted in favor of the motion with the marker restrictions.
- Standards for cremains burial vaults. Maggie provided background on this topic, staff is beginning to respond to families that seek authorization to use cremain vaults made out of plastic or wood; what is preferred is something knowns as a “Mackenzie” vault, often recommended by a funeral director. These vaults are made of solid stone material and will not decay, crack and are water tight. Trustees agreed to require use of these types of vaults for cremain burials.
- Winter burials. After discussion it was agreed that the staff would draft proposed policy language around allowing winter burials (after November 15) subject to weather conditions. In general, the Trustees agreed with allowing burials past November 15 and responded specifically to staffs request to allow a cremain burial during the week of November 23. Details to be firmed up with staff and the family. Maggie moved and Mark seconded the motion to allow the requested winter burial during the week of November 23 and for staff to craft a written policy around this for discussion at the Trustees next meeting. All voted in favor of the motion.

The Trustees appreciated the fence painting specifications and agreed this is a spring/summer project for further consideration and to solicit quotes at that time.

Meeting adjourned at 4:45pm.

Respectfully submitted

Michael J. Bobinsky  
Director of Public Works and Utilities  
November 24, 2020