

HARTFORD CEMETERY STUDY COMMITTEE

DRAFT Meeting Minutes: JUNE 11, 2018

PRESENT: Sue Buckholz, Jeff Knight, Ken Parker, Arte Peale, Toby Dayman,

ABSENT: Larry Hudson, John Newton

LIAISONS: Scott Hausler, Dennis Brown

COMMUNITY

MEMBERS: None

Call to order at 6:06 p.m.

5/14/18 Minutes reviewed and accepted.

5/29/18 Minutes reviewed and will be supplemented by Dennis Brown’s notes from the meeting of what was discussed after Sue left at 6:45.

CEMETERY FINANCES, cont.

Long discussion of mowing issues.

Spencer Power is mowing Christian Street, Hartford and Norwich Might be able to mow Quechee

SCOTT: Look to putting together standards for mowing cemeteries.
Capture the experience of the members of the committee.

KEN: Could use standards for several areas of cemetery practice
What is appropriate decorations for graves, etc.

JEFF: Volunteered to work on preliminary outline for regulations

Discussion of conformity/standards for footings for monuments

DENNIS: Sounds like two different things going on here:
Standards for contractors AND
Standards for users of cemeteries

PERMANENT RECORD RETENTION

Preliminary Report to Selectboard on Issue Ken presented a draft proposal for the Committee’s review Grant may be doing an oral history, the sooner the better while folks Are still with us.

Dennis not sure how Selectboard would respond, not sure what Leo would think about resources to support that process Believes that Leo is on board but would have to ask NEXT STEP: put together a final version. Ken will send to Sue for editing

JEFF: What are the steps?
Get records to Town Clerk
Get records digitized and organized
Jeff talked about software that is specific to organizing cemetery information

KEN: Get Selectboard and Town Clerk on board

TOBY: Do not want to just “dump” it on the Town, look for grant, etc.?

Toby moved that we make a proposal to the Town to store/organize records, Jeff seconded the motion. Unanimously passed.

Dennis will get the prior request onto the Selectboard’s agenda for June 19. Ken and Sue will work on the formal request and Ken will appear at the meeting to present it to the Selectboard.

CONTINUATION OF DISCUSSION REGARDING CEMETERY FINANCES, cont.

Committee returned to item 2 on agenda to discuss Toby’s draft memo on Maintenance & Repairs Common to Cemeteries, including a cost spreadsheet of costs to each cemetery. The example in the draft looked at Quechee Cemetery and repair/maintenance issues there.

The Committee thanked Toby for this very useful effort.

SCOTT: Some funding available in new fiscal year, looking at among other issues the cemeteries

HISTORICAL REGISTRY GRANT DISCUSSION

Matt Osborn, Planning Department, arrived at 7:15 – **The Committee returned to no. 3 on agenda** for report on grant.

- Hartford is one of 15 certified local governments (CLG) in Vermont
- As a CLG, historic preservation funds are available to Hartford (certified 1993) - every year but one, we received a grant
- Hartford has 9 historical districts on the National Registry.
- Two parts to this grant - Oral history to interview managers of the cemeteries, then cemetery research
- \$13,000 grant to hire manager to do oral histories and cemetery research
- Research section of grant left very general
- Getting ready to write description of grant manager position
- Need help from the Committee to define what information should be collected.
- This project is recognized as not being an end within itself
- Could see phase 1 and phase 2, possible we could do another project in the not too distant future.
- Never know how far a grant will go - \$13,000 is not a lot
- First, the Town must figure out our match, then figure out how much money is available
- RFP then goes out and outline comes back from proposers

JEFF Discussion of state/location of the records, different for each cemetery
First step is our appeal to the Selectboard to make the Town Clerk’s office the permanent repository of the cemetery records

KEN Currently records are very vulnerable and need to be preserved
THEN get them organized so that original records are held for safekeeping and working copies can be used to record updates and then copied to the Town Clerk records
THEN make those records available to public Currently, do not think that records are

available prior to 1900 Records are piecemeal and need to be better organized and ordered

Safekeeping of current records is primary concern, then categorizing so they are useful

Also someone needs to research the location of all records wherever located so they may be retrieved and safeguarded

We're talking about 4 active cemeteries, but there are 11 in Hartford altogether.

Sherry West has put together two volumes of burial permits issues since early last century BUT there is no information there about the specific location in each cemetery

Sue noted that she will not be at the next meeting so that someone else will be ready to take the minutes.

ADJOURNMENT at 7:43 p.m.

Respectfully submitted this June 12, 2018.

Susan M. Buckholz, Secretary