

HARTFORD CEMETERY STUDY COMMITTEE

Meeting Minutes

MEETING DATE: July 23, 2018
PRESENT: Ken Parker, Jeff Knight, Toby Dayman, Art Peale, Larry Hudson
ABSENT: John Newton, Sue Buckholz
LIAISONS: Dennis Brown
COMMUNITY MEMBERS: Henry Hazen, Christian Street Cemetery
RECORDED BY: Toby Dayman

Call to order at 6:10 PM.

1. Handouts included:
 - Draft meeting Minutes of July 9, 2018 meeting
 - Completed Spreadsheet of Costs for Hartford Cemetery, Ken Parker, 7-23-2018
 - Completed Spreadsheet of Costs for Hartford Cemetery, Henry Hazen, 7/18/2018
 - Completed Spreadsheet of Costs for Quechee Cemetery (repairs only, no yearly maintenance), Toby Dayman, June 23-23, 2018
 - *Maintenance, Repairs, and Costs Common to Cemeteries* (Three-page Draft), July 23, 2018
 - Plans from Aerial Imagery (in progress, 11x17"), July 23, 2018
 - Quechee Cemetery (draft)
 - Christian Street Cemetery (base only)
 - West Hartford Cemetery (base only)
2. The draft Meeting Minutes of July 9, 2018 approved with no changes.
3. Leo Pullar visited briefly. Ken updated him that the Committee has been gathering information on maintenance, repairs, and their associated costs in effort to generate a good picture of the cemetery situation.
4. Art indicated that an effort will occur to remove some encroaching vegetation in the lower area at the Hartford cemetery.
5. Ken presented his completed Spreadsheet of Costs for the Hartford Cemetery. He discussed many items and his assumptions/conclusions.
 - Hartford Cemetery has approximately twice the area of cemeteries at Christian Street and Quechee as well as mowed slopes. Thus, a number of his costs become greater in comparison.
 - A number of items' quantities and/or unit costs derive from either actual costs paid or best guesstimates.
 - The soils under the cemetery have significant clays giving rise to increased susceptibility to freezing and thawing movements.
 - Yearly Maintenance:
 - The Grading of Roads covers the yearly grading of gravel drives.
 - Monument Repairs covers the raising, straightening, and resetting expected yearly.
 - Insurance covers the currently paid General Liability coverage and the desired Directors and Officers Liability coverage. The former covers the largest share of the insurance expense.
 - The separate Yearly Accounting and Administration section and figures should shift into items of Yearly Maintenance.
 - Repairs:
 - The Roadway Grind & Fill covers the grinding, filling, and grading of the undulating asphalt drive section into a smooth crushed asphalt particle drive. This item requires urgent action.

HARTFORD CEMETERY STUDY COMMITTEE

Minutes of Meeting on July 23, 2018 - DRAFT

Page 2 of 3

- Hill Roadway covers the removal of the section of asphalt going up the hill and its replacement with a good gravel base and asphalt courses. This repair will remedy the current drive that already displays signs of uneven base settlement.
 - Waterline Replacement covers the installation of a new water supply system to all levels. Current system has a break or blockage of unknown location.
 - The Repairs should add one tree removal with a crane not listed.
6. Henry presented the Spreadsheet of Costs for the Christian Street Cemetery.
- A strip of succession planting and fence mark the property on the east and north.
 - The land beyond to the east and northeast is protected agricultural land.
 - A number of items' quantities and/or unit costs derive from either actual time expended, costs paid, or best guesstimates.
 - Yearly maintenance:
 - Mowing Unit Cost based on his actual time per mow.
 - Cemetery has no insurance.
 - Repairs:
 - Tree Removal of dead ash requires urgent action.
 - Henry assumed the other items and their quantities done annually until all occurrences in cemetery remedied.
 - Stone Wall Repair covers the occasional stone that falls off the front stone wall.
7. Toby presented the Spreadsheet of Costs for Repairs for the Quechee Cemetery. He assumed Henry would have a better understanding of Yearly Maintenance items and costs. Henry had assembled items and costs in a written pad. Toby will need to coordinate with Henry to compile a complete Yearly Maintenance and Repairs spreadsheet.
- Henry's mentioned his initial take on prices comes in line with that mentioned by others.
 - A number of items' quantities and/or unit costs derive from either actual time expended, costs paid, vendor experience, or best guesstimates.
 - Repairs:
 - The wheel tracks have become depressed compared to the area in between – often lawn. Toby favors filling in tracks to raise grade while keeping the lawn median.
 - One tree in the Lower Area is in decline and needs removal in the near term.
 - Thirteen other trees are healthy, but at their mature ages, will need removal soon.
 - The tree removals' very tall height requires a crane. Discussion followed on past experience and known instances of tree removals and crane cost.
8. The more uncertain items and Unit Costs require further review and checking to confirm appropriate value and accuracy. Ken indicated he would check some of his numbers.
9. Toby referred to the section "Evaluation Criteria and Time/Cost Framework" (pp.2-3) in the handout *Maintenance, Repairs, and Costs Common to Cemeteries* for proposed method to present items, their costs, and expenditure timeframes.
- Timeframes broke down into four categories – Yearly, Near Term (1 to 2 years), Intermediate Term (3 to 8 years), Long Term (9 to 15 years)
 - Items/costs breaks down into three categories:
 - Yearly Maintenance – the costs expected to be spent every year just to keep the cemetery open
 - Recovery of deferred maintenance and repairs – those items deferred due to lack of resources that need completion over the near term and intermediate term until completed.

HARTFORD CEMETERY STUDY COMMITTEE

Minutes of Meeting on July 23, 2018 - DRAFT

Page 3 of 3

- Repairs – those items more unique in nature that require repair. Repairs of urgent nature could be scheduled over the near term.
- 10. Toby presented Plans from Aerial Imagery of three cemeteries. The Quechee Cemetery Plan indicated the level of completion and information that the other plans would obtain. The scale is approximate and the property lines, taken from Listers maps, may be incorrect. Observed property markers or fences established some property line locations.
- 11. Toby will assemble the various spreadsheets into a consistent format for next meeting. He will contact John to obtain the spreadsheet information for West Hartford Cemetery.
- 12. Cemetery burial plots for sale capacity briefly reviewed. Christian Street has plots to sell. Hartford has a limited number, but Jeff believed careful review could identify additional plots. Quechee Cemetery essentially has no more plots to sell. No columbariums exist in area. Jeff noted that experience in other areas has shown that once columbariums available, people do buy columbarium spaces.
- 13. Motion to adjourn made and passed at 7:56 PM.