

**Town of Royalton
Cemetery Commission
Meeting Minutes**

Date: 04/18/2023

Location: Town of Royalton, Clerk's Office

Present: Alison Gravel, Carol Greene, Jojo Levasseur

Guest: John Dumville, Karmen Bascom (Town Clerk)

The meeting was called to order at 7:10pm by Jojo Levasseur.

Agenda:

Election of Officers:

Motion was made to elect Jojo Levasseur as Chair, nominated by Allison Gravel, seconded by Carol Greene, motion passed.

Motion was made to elect Carol Greene as Clerk, nominated by Jojo Levasseur, seconded by Allison Gravel, motion carried.

Motion was made to elect Alison Gravel as Vice Chair, nominated by Jojo Levasseur, seconded by Carol Greene, motion carried.

Jojo also reminded everyone of meeting procedures: statutory rules and Roberts rules will be observed.

Duties of elected officers:

Chair:

- Send out meeting agenda
- Set up meeting via Zoom
- No regular schedule meetings
- Meetings can be called by any member if a need arises.

Clerk:

- Minutes will be prepared as a draft and available within 5 days of meeting with a copy to Victoria Paquin, Town Administrator.

We were also cautioned not to discuss any business with other commissioners. Business should be conducted during a warned meeting.

Mowing Contracts:

Jojo asked about mowing and contracts. John Dumville shared that he had heard from Jacob Mayer from South Royalton, and he expressed interest in mowing again this year; and another maintenance company used was S&S from Granville, VT.

Both have mowed in the past, included is a list of cemeteries they have maintained:

Green Mountain Mowing, LLC	S&S Grounds Maintenance
<i>Attn: Jacob Mayer</i> Branchview	<i>Attn: Duke Maxwell</i> Old/New Route 14
Hickey	Riverview
Small Family Lots -Perrin I & II -Freeman -Metcalf (Rix Road) -Howard -Hickey/North Road	Royalton Broadbrook Road Pleasant View (Royalton Village)
	SR Village (South Windsor Street)

Green Mountain Mowing, LLC – will charge the same as last year; Jacob had reached out to John and inquired if his services would be needed this year. John would recommend that stay with the two (2) maintenance companies. John will pass along contact information for each to Jojo.

In the past the invoices have been left at John's, he would check to be sure the work was completed before paying. There is no contract with either company.

Action: Jojo will need to connect with Rita (Town Treasurer) to complete forms regarding liability. Any questions on budget regarding postage or wanting to be reimbursed for other expenses should reach out to Rita.

Invoices for payment are due early in month for reviewing by chair and sent to Rita by 2nd or 4th Tuesday of month for Selectboard reviewing/approval for payment. Jojo will work with grounds maintenance to request they send her invoices directly. Billing will come from various sources and there are endowed funds which is used to pay for maintenance at specific cemeteries. Rita is aware of this and can help with payment distribution.

Benoit Plots. Haven Cemetery, Other Cemeteries:

Benoit Plots, Haven Cemetery: There is a question over Hubert Benoit lot, suggested plotting out the lots with Bill Benoit (brother) when he is in town. There are no corner stones; we now require corner stones before the deep can be recorded.

Our records show that: Bill Benoit has 2 grave lots (Tier 1)/Hubert Benoit has 4 grave lots (Tier 13).

Branchview was private, which the town acquired, not all lot deeds were recorded in the towns official records.

Royalton Village Cemetery:

We were contacted by Cassandra Adams, Mother of Brooke Bennett buried there – placed a bench along with some candles a couple years ago and they are missing.

Action: Jojo will reach out to Cassandra asking her for photos, which she will share with Royalton Police (Chief Loretta Stalnaker).

John shared that he would visit the larger cemeteries in early May to pick up old flowers. There is an issue with the grass at Branchview, which is in review.

We have heard from two (2) individuals interested in purchasing lots:

-Mark Green -Don Lewis

A traditional size lot is 5x10

Lot Sales:

Karmen Bascom (Town Clerk) is likely the first person to receive request about available lots.

John has kept a copy of maps which he will take with him when meeting with someone about a lot. These will be available to Jojo, currently housed at the town vault.

Any questions on 'green burials' Karmen is becoming more familiar with this process and can help. Burial certificates must be filed at town office.

Action: There was a request about the Roland H. Moses lot(s) in Branchview, Section 12 & 13, lot 119b & 130b (20x10 lots) Jojo will need to follow up with family on their questions about who is buried and if any space available.

Can someone sell a lot once dedeed:

This can be done privately, not something the Cemetery Commission gets involved with.

If the lot is in a family members name, ok to sell. We do not buy back lots.

Veterans Stones information is available to help them replace the stone. We do not replace stones, however, we will make minor repairs on historic stones.

Meeting adjourned at 8:18pm with Karen Bascom (Town Clerk) giving a tour of the vault and where to locate records. She will reach out to all three (3) members regarding any questions that she receives, as she is likely to be the first point of contact.

Respectfully submitted,

Carol A. Greene, Clerk