

HILL WEST CEMETERY ASSOCIATION
Montgomery, Vermont

Minutes of the 2016 Annual Meeting

Held at 6:30pm on Tuesday, 14 June 2016
Home of Kathy and Howard King
4166 North Main St., East Berkshire, Vermont

The meeting was called to order at 6:55pm by President Jeffrey Jewett.

Members Present: Jeffrey Jewett, Wayne Jewett, Titus Presler, Kathy King, Joanne Bennett, Douglas Jewett, Irene Jewett, Gary Jewett, Earl Lumbr, Nancy Lumbr.

Membership Address List was circulated by the Clerk for review by the members present, and several clarifications were made.

2015 Annual Meeting Minutes were presented by Clerk Titus Presler, and they was accepted as presented. The Clerk noted that he had not submitted an Association report to the 2016 Montgomery Annual Town Meeting and that he would do so for 2017.

Treasurer's Report was presented by Treasurer Kathy King:

Checking Account: Balance as of January 2015	528.00
Donations received since June 2015	218.00
Interest received	74.06
Balance as of June 2016	154.00
Savings Account: Balance as of June 2016	600.49
Sale of one Lot: 400.00	
Perpetual Care: 200.00	
Certificate of Deposit: Balance as of June 2016	16,654.36
4-year term. Issued 7/25/15. Matures 7/25/19	

Discussion of various financial matters ensued:

- Dues and donations are deposited in the checking account, which is used for current upkeep, which includes 8 or 9 mowings per year at \$75 each. However, Vice President Wayne Jewett, who does the mowing, often donates one or two mowings. Town of Montgomery commits to two mowings, but must be billed for such. The town was not billed in 2015, so the Treasurer will pursue that and the support for 2016.
- Perpetual Care donations are kept in the savings account until the CD matures, and then they can be added to the CD. Ordinarily, lot sales are designated for perpetual care and are deposited in the savings account until they can be added to the CD. The Clerk has an old list of perpetual care donations dating from the 1960s and will add to it new such donations as are made in the names designated by the donors. The principal of the CD must be maintained, while the interest, currently very low, accrues to the checking account for current expenses. The \$74.06 received in

interest in 2015 contrasted with \$111.00 received in 2014. It was suggested that, in order to maintain sufficient funds for current operations, proceeds from lot sales could in future be deposited in the checking account and used to care for the cemetery. This would require a change in the Bylaws.

The financial information presented by the Treasurer was accepted.

Election of Officers and Trustees: Gary Jewett moved that all current Officers and Trustees be re-elected, and Nancy Lumbra seconded the motion. The motion was passed unanimously. Thus the following were elected: President: Jeffrey Jewett. Vice President: Wayne Jewett. Clerk: Titus L. Presler. Treasurer: Kathy King. Trustees: Douglas Jewett, Wayne Jewett, Gary Jewett, Earl Lumbra, Michael Jewett, Titus Presler, and Nancy Lumbra. In addition, Trustee Gary Jewett agreed to assist the Treasurer with financial matters.

Burial: One burial had taken place in Hill West Cemetery since the 2015 Annual Meeting: Richard Buckland in Lot 72 in June 2015. Richard and Elizabeth Buckland purchased the lot, and Elizabeth is added to the Association Membership List, the address being: PO Box 249, Enosburg Falls 05450.

Lot Sale Policy: It was noted that four initialed cornerstones are required for each lot or block of lots that is sold, and it was suggested that the cost of such stones be added to the lot price. After discussion, it was moved, seconded and voted that: The cost of a lot shall be \$525, consisting of the lot cost of \$400, plus the cornerstones cost of \$125.

Policy on Number of Cremations per Lot:

- The current policy stated: "As many people as you want can be buried in a lot (if they are cremated). All stones are to be placed at the head of a lot in a row." It was noted that it is problematic for numerous cremation remains to be placed in a single lot and for one stone per cremation remains to be erected.
- It was moved, seconded and voted that: Up to six cremations, and no more, may be placed in a single 10'x10' lot, and no more than two headstones may be placed in such a lot.

Policy on Number of Burials per Lot:

- It was noted that the Old Section of the Cemetery has 10'x20' lots intended to accommodate up to 4 persons in caskets, and that the New Section has 10'x10' lots intended to accommodate up to 2 persons in caskets.
- A question was raised concerning whether the burial of an infant in a casket would allow for the burial of 3 persons in a 10'x10' lot. The existing policy was reaffirmed by consensus, namely, that no more than two persons, including any infant or child, may be buried in a 10'x10' lot, and no more than two headstones may be erected.

Bylaw Revision Discussion: The Clerk noted that the Hill West Cemetery Association Bylaws – the current version of which dates from May 1968, with a few

amendments since then – need updating to correct anomalies and better reflect current conditions and practices. He noted that Bylaws Article 9 says: “These Bylaws may be repealed, altered or amended at any meeting of said Association, by a majority vote of all members present, provided that a notice of such proposed amendments shall have been given in the notice of such meeting.” Thus changes could be made at the 2017 Annual Meeting or at an earlier Special Meeting. He presented a number of matters for discussion so that proposed changes could be advertised prior to the next meeting of the association:

- *Terms of Officers:* In Article 1 the terms of the 3 to 7 Trustees are cited as being for one year. But in Article 2, which deals with Officers, no terms of officers are mentioned. *Proposed change:* It was agreed to redraft these articles to stipulate staggered 2-year terms, so that the President and Clerk would be elected one year, the Vice President and Treasurer would be elected the next year, and that 4 Trustees would be elected one year, and 3 the next.
- *Clerk's Position:* Article 6 specifies the duties of the Clerk, but this position is not mentioned in Article 2 on Officers, where the President, Vice President and Treasurer are named as the officers to be elected. *Proposed change:* It was agreed to add the Clerk to the list of officers to be elected in Article 2.
- *Quorum:* Article 11 on Quorum states: “A majority of members present at any meeting, regular or special, shall constitute a quorum.” This appeared to confuse the number needed for a winning vote with the number needed for a quorum, that is, the number of the total membership needed to conduct business. Perhaps the article was intended to cite a majority of the total membership. Currently the Association has 22 member households, with 35 individuals. If a majority of households were required to be represented, that would be 12 households, and if individuals were cited, that would mean 18 individuals. It was noted that ordinarily attendance at an annual meeting is less than these figures. *Proposed change:* It was agreed that the revised article would read: “Seven members of the Association constitutes a quorum at any meeting, regular or special.”
- *Sale of Lots:* Article 12 states: “The sale price shall be at present \$50 for ten feet of an eleven-foot-wide lot, which is one half of original lots.” The current price is \$400, revised at this meeting to be \$525, including the cornerstones. *Proposed change:* “The sale price shall be \$525 for a 10-foot-by-10-foot lot, including the cornerstones. The Association may alter the price of a lot from time to time.”
- *Tax (Dues):* Article 12 establishes a \$2 annual dues, and Article 13 cites an annual \$2 tax. The current annual dues is \$5. What should the annual dues be? *Proposed change:* Call the amount “dues,” not “tax”, and establish it at \$5, with a note that the Association may alter the amount from time to time.

It was agreed that there may be enough changes to justify redrafting the Bylaws and presenting a new version to the 2017 Annual Meeting or to an earlier Special

Meeting, with all the changes highlighted. It was suggested that the Clerk consult any model set of cemetery bylaws that may be available statewide and that a Special Meeting could be convened earlier to revise the bylaws.

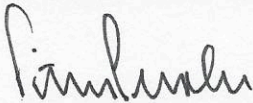
Cemetery Conditions: It was noted that one headstone in the cemetery appears in danger of falling over and that one cornerstone appears to be protruding high above the ground. The Vice President was requested to address these conditions.

Cemetery Sign: Trustee Gary Jewett reported that he had attempted to reach a particular party who had been suggested for repairing the cemetery sign, but without success. It was moved, seconded and voted to authorize Gary Jewett to repair the sign himself, which he agreed to do.

Open Meeting Law: It was noted that, because the cemetery is located on town land and is therefore a town cemetery, meetings of the association must conform to the Open Meeting Law, which means they must be publicly advertised through the town via the Town Office and the Town Website.

The meeting was adjourned at 8:45pm. Host Kathy King served refreshments throughout.

Respectfully submitted,



Titus L. Presler, Clerk