

The Barrington Cemetery Commission met on Wednesday, August 10, 2016 at 3:00 PM in the Meeting Room at the Barrington Public Library-Community Center. Present: Ms. Susan L. Taylor, Chairman of the Commission; Mrs. Sarah P. Small, Secretary; Mr. Robert Black; and Mr. Enzly Ramsay; Superintendent of Operations. Mr. Steve Primiano, liaison to the Town Council, was absent.

Ms. Taylor called the meeting to order at 3:04 pm. The minutes of the July 21, 2016 meeting were amended and approved with a motion by Ms. Taylor and seconded by Mrs. Small.

Review of Income, Expenses and Investments:

All cemetery charges from vendors are approved for payment with the signature of at least one commissioner and going forward, the signer will date the invoice approved for payment and retain a copy for the Commission's records.

The Financial Director's July report of Income, Expenses and Balance Sheet information had no cemetery expenses listed for July, however in the month of July, the Commission approved payment of 2 invoices: Ramsay \$7601.68 dated June 30th and National Grid \$11.45 dated June 30th. In addition, the 20% perpetual care levy for the prior month's lot sales of \$1,800 is \$360.00 and the report lists these amounts as Accounts Payable but were not posted as expenses for the month. The commissioners discussed the possible disconnect of posting by the cash vs. accrual methods and discussed the possible inaccuracy of operating income and expenses which as stated by the Town's account called Interfund Offset account.

The Interfund Offset account listed on the Town of Barrington's financial statements given to the Commission represent monies advanced by the Town on behalf of the Cemetery Commission to pay cemetery operating expenses that exceed cemetery sales and have been accruing from at least 2008 until the present. The Town's financial reports state an amount in excess of \$320,000 and the Town would like to be reimbursed for these operating expenses. There was discussion as to how to accomplish this and several factors are critical to this process: 1) validating the actual amount reported; 2) devise a repayment plan which is aggressive yet conservative; 3) analyze ongoing operating expenses vs sales to minimize the use of Town funds for cemetery operations.

Regarding a repayment plan, there was discussion regarding the Cemetery Commission's three investment accounts managed by Eagle Strategies. Ms. Taylor moved that the dividends and interest periodically paid by investments within the 3 accounts, be deposited into each accounts Money Market fund, thus providing available cash, which can be used for periodic repayments to the Town. Mr. Black seconded the motion. Motion carried.

Based on the amount in the Interfund Offset account, Ms. Taylor moved and Mr. Black seconded a motion that the Commission use current Money Market amounts and sell additional investments to equal an amount of \$100,000 and to make a lump-sum payment to the Town in the amount of \$100,000.00 by August 31, 2016. Mr. Black moved and Ms. Taylor seconded that thereafter, the remainder be paid on calendar quarters in the amount of \$10,000. Both motions carried.

A good deal of the Interfund Offset amount can be attributed to the purchase of land on George Street with the Town in 2009 and building the Columbarium at Prince's Hill in 2012. Regarding the George Street property, the Town purchased the property, and then split the property into 2 parcels: 1) future cemetery space, and 2) the remainder for its own use. Eventually the cemetery

portion amounted to approximately 8 acres of raw land, deed restricted to use only as a future cemetery, except for 5 of the 8 acres which is currently used for farming in order to prevent the land from reverting to woodland. The rest of the acreage (approximately 3 acres) is unusable land in the flood plain of Hundred Acre Cove and slopes sharply to the water. The purchase of the entire parcel was negotiated by the Town and the Town charged the Cemetery Commission \$975,000 plus interest for the future cemetery portion, the Town retaining ownership. The principal and interest for that cemetery land was to be paid by the Commission to the Town over a 5 year period, thus representing approximately \$200,000/acre for the usable portion raw land. Several years later, the cost of the new Columbarium was approximately \$100,000. As the Cemetery Commission was party to the purchase of real estate but used no legal or financial representation on their behalf at the time, the Chair, as an individual person, will hire a Certified Public Accountant to analyze the Interfund Offset account, the Cemetery's operating income and expenses, and its investment accounts and then advise the Commission once the analysis is complete.

In addition, there was discussion regarding ways to cut cemetery operating expenses going forward and to increase sales. Mr. Ramsay will do a brief investigation of other cemeteries with the goal of having operating fees covered by service fees and other options for burials.

Superintendent's Report:

Mr. Ramsay has promised to replace the fence post caps at Tyler Point during September's restoration work. He will also request use of toilets, water, and electricity belonging to Stanley's Boat Yard for the Tyler Point restoration project taking place during the week of August 21st.

He reported squaring the pillar on the foundation of the Watson Memorial in Watson Yard on Brick Pond Drive. He also replaced the cap on the pillar, and patched the surrounding edges. Other work at Watson Yard will be a priority.

Trash barrels ordered from Belson are not available. Mr. Ramsay ordered the same size and number of barrels from Park Cities Supply at a lesser cost. (See minutes of Feb. 10, and June 8, 2016.) He expects they will arrive shortly.

Referring to the June invoice regarding maintenance of foundations for monuments. Mr. Ramsay indicated that while the lot owner is responsible for the monument and the initial cost of the foundation, the Commission pays Ramsay Inc. for maintenance and later replacement of foundations. Ms. Taylor asked Mr. Ramsay to notify her next few times that becomes necessary so that he can show her the problem in order to more clearly understand this charge to the Commission.

Rules and Regulations regarding dogs in cemeteries. Mr. Ramsay indicated that "dog walkers" are most often present in morning and evening hours and are a deterrent to vandalism. He suggested that dogs be allowed on leashes and that owners be required to remove any dog waste. Prince's Hill and Forest Chapel have a total of six (6) trash barrels which are emptied by the Ramsay crews when they mow. The Commissioners agreed with Mr. Ramsay, and Ms. Taylor will draft changes to the Rules and Regulations language and present it at the next regular monthly meeting in September.

Discuss Operating Services Request for Proposal (RFP):

Mr. Black has researched and will draft an RFP for cemetery services and will present it at the

Commission's next regular monthly meeting in September with the goal of advertising the RFP in newspapers by October 1, 2016. The last RFP was in 2012 and was awarded to Ramsay's Inc. of Bristol, RI for two years with two additional one-year terms. Ramsay Inc's current operating contract is in its final year. There are records of an RFP in 1995, when the Cemetery Commission requested bids for work in three (3) parts: Maintenance, Burials, and Superintendent's Services. There was discussion regarding the bid.

Fannin Lehner Restoration of Barrington Grave stones is scheduled this year from August 21 to 25. In light of the Barrington 300th Anniversary commencing next summer, there was discussion regarding the order of priority for restoration, beginning with work at Watson Yard, followed by restoration work in Tyler Point and Prince's Hill. The Fannins will take a brief tour of the three locations and markers needing repair when they arrive on August 21st. Ms. Taylor has sent pictures of the markers needing attention with descriptions by Mrs. Small to the Fannins in preparation of their work in Barrington. Volunteers will arrive at the bus stop on County Road at the corner of Tyler Point Road and Mrs. Small will contact the 2 volunteers which have come to lend a hand annually for several years. The volunteer work involves cleaning stones with an assortment of brushes, some as small as toothbrushes, and copious amounts of water with a drop or two of soap.

The 1989 deed belonging to the Hazard Family has been located, copied, and mailed to the family in Wisconsin by the Clerk's Office.

Meeting adjourned at 4:40 pm.

Sarah P. Small, Secretary