

GRAND ISLE CEMETERY COMMISSION MEETING MINUTES

July 14, 2026, 4:30 p.m., Grand Isle Town Office

Meeting was called to order by Valerie Hunter, Chair at 4:42 p.m. Delayed due to technical issues.

Commissioners present: Brian Allen, Lucille Campbell, Sue Lawrence, Suzanne Sauv  . Val Hunter was present on Zoom.

Guests: none

Additions or Deletions: Brian added Shed to Old Business; Lucille added clarification of title of Administrator to Old Business.

Minutes: Brian moved to accept the corrected minutes of June 9, 2026. Sue seconded. Passed with all in favor.

Administrative Report – Sue Lawrence

Financials: Budget Status Report, Comparative Budget Report and Balance sheet for end of FY 25-26 were discussed. Because of a substantial increase in interest revenue, there is a surplus of \$5,814.02. Sue suggested we add that to the next CD that matures. Consensus was to discuss that later when we know what repairs on the vault and shed will cost.

Statements for large CD and Money Market were presented. CD total: \$107,300.18 and matures on May 28, 2027. Money Market total: \$38,349.05

Lawn Care & Maintenance: Bill for June lawn care for \$5,184.00 for 115.20 hours was paid. Two bills totaling 15.5 hours from caretaker Wade Lawrence were paid at \$25 per hour.

Burials and Lot Sales: 2 burials, no lot sales.

Old Business:

Rules and Regulations revision was signed by all Commissioners.

Vault: Lucille reported that she had emailed Half Moon about the issue inside the vault and has had no response. She will contact them again.

Shed: Brian reported that Jesse had repaired the roof leak, but the shingles all need to be replaced. The siding is okay except for the bottom foot at ground level. He presented rough estimates:

New Shingles: 144 sq. ft. approximately \$300 plus cost of nails, paper, labor and removal.

New siding: approximately \$480 plus labor.

New shed: Current one is 8'x10'. A new one on the lot at Emmons is 10'x12' for \$4,350 less a 10% discount. Delivery and stone for base would be extra.

No decision, will wait until we know what the repairs on the interior of the vault will be. Sue mentioned the missing padlock on the vault. Suzanne said she had found a new one with 2 keys. She donated it and Brian will have extra keys made.

Flags: Lucille reported that she had contacted Jeff Parizo but has not had a response. She will contact him again.

Title of Administrator: Lucille mentioned that the Vermont Statutes state that a cemetery commissioner cannot be a town auditor, treasurer, assistant treasurer or town manager. She questioned whether Sue could be both Cemetery Commission Administrator and Cemetery Commission Treasurer since Sue also occasionally acts as assistant treasurer for the town. Consensus was that Sue will continue to act as both administrator and treasurer for the Cemetery Commission unless it is determined that she can't fill both positions.

New Business:

Cemetery Section C: Sue reported that there are several large lots (10'x18' or 20'x18') that were never sold. She suggested that we try to sell those before selling more in Section H. Commissioners agreed. Sue will check the map to get exact locations.

Rules and Procedures: All commissioners received printouts of the Selectboard's Internal Controls, Investment and Procurement policies. General discussion as to how we proceed with writing policies for the Cemetery Commission as recommended by the auditor. Sue commented that a suggestion had been made that the Cemetery adopt the Selectboard's policies as written. Lucille noted that some parts of those policies do not apply to the Cemetery. Val noted that adopting the Selectboard policies as written might have unintended consequences. Brian would like time to read the policies and strike sections that do not apply.

After briefly reviewing the three policies, it was decided that the Commissioners will begin with the Investment Policy and by the August meeting have any changes ready to discuss. The Procurement Policy will be worked on next and then the Internal Controls policy. Lucille has asked Sara Santor for the word document versions rather than the pdf versions of the Selectboard policies so it will be easier to edit them.

COLA: Sue mentioned that Melissa Boutin had asked if the Cemetery was giving the COLA raise to the lawn care employee and the caretaker. This will be discussed when we work on the next budget.

Stipends: The question was when will we get our annual stipend. Sue will ask Melissa.

Town Website: Lucille mentioned that training on how to post to the new town website would be scheduled for the various boards and commissions.

Brian moved to adjourn, Sue seconded. Meeting adjourned at 6:04 p.m. Next meeting August 11, 2026.

Respectfully submitted,
Lucille Campbell, Recording Secretary