

Town Hill Cemetery Committee

January 19, 2021

HAND OUTS

Minutes – May 14, 2020

Proposal from Bristol's Tree Service

Town Hill Cemetery Committee
Town of New Hartford, CT
Virtual Meeting held by Zoom
Special Meeting
May 14 2020

Meeting called to order at 4:00 PM

Present: Mary Lou Rayno (chairman), Debra Lindell (treasurer), Anne Hall (secretary), Donna Burdick, Nancy Linton; Dan Jerram (Zoom meeting host, New Hartford Virtual Town Hall)

Approval of previous meeting minutes:

Minutes of September 23, 2019 motion to accept the minutes by Debra, seconded by Donna, all in favor.

Election of Officers:

Donna nominated Mary Lou as chairman, Anne seconded, all in favor
Anne nominated Debra as treasurer, Donna seconded, all in favor
Mary Lou nominated Anne as secretary, Donna seconded, all in favor

Treasurer's Report:

Presented by Debra. See associated documents. Total liquid assets as of the end of April, 2020: \$119,014.36. This is down from last year due the current state of the market. Total plots (illiquid assets) available are 94 for a total of \$94,000 at the agreed upon price of \$1000 per plot. This is an increase from last year;s count of 82 plots due to Mary Lou's continued mapping efforts.

Nancy asked how the checking account functions. Debra explained that the checking account receives payments for plots, any donations (some families periodically donate to the cemetery fund). In addition, whenever the checking account goes below \$2500, Debra requests the town draw funds from the Edward Jones account, generally around \$2000 to \$3000. This goes through the town treasurer. Generally, we pull from Edward Jones twice a year.

Debra noted that currently the Edward Jones fund is dominated by Mutual Funds with relatively little in Exchange Traded. She suggested that at some point this year, once the market has stabilized we review this with our adviser. The last time we meet with the adviser was about 5 years ago. There was general agreement that we should schedule a meeting. Nancy suggested that perhaps ever two to three years might be a better schedule.

Mary Lou called attention to the 'plot donation' line in the summary of the checking account activity. This was actually payment for grave digging, see the withdrawal from the checking account made to Jespersen Landscaping. The overage was returned to the families and Montano-Shea. See the September 2019 minutes for a detailed accounting. It was suggested that the line would be cleared if it said 'grave digging' in the future, should this happen again.

Nancy made a motion to accept the treasurer's report, seconded by Donna, all in favor

Cemetery Visitors

Mary Lou noted that in December 2019 the police had been called to the cemetery by the neighbors due to late night visitors in the cemetery. The people were apparently visiting a grave to commune with the deceased. There was no damage.

Decayed/Diseased Trees

It was determined that Mary Lou, Anne, and other board members if available would meet with the town tree warden, Brenda Schauffler, to review the potential hazard trees in the cemetery. This will be a special meeting.

Monument Restoration

Last year the 2 back obelisks were reset by John Ciesco. The commission would like to continue to restore a few monuments each year. However, after discussion it was determined that tree work may be more necessary this year; but that at the special meeting for the trees we will also draw up a list of priority monuments.

Monument Cleaning

Mary Lou noted that there was some interest by the Scouts to help clean monuments. This idea was tabled for the time being due to not being sure which monuments would benefit and the problems of the Covid-19 pandemic social distancing requirements. Will be revisited.

Memorial Day

It was determined that the commission will participate in a virtual celebration of Memorial Day, possibly ringing the bell for an online video.

Motion to Adjourn: made by Donna at 4:48. Seconded by Debra, all in favor.

All work is being done in accordance with ANSI A300 Standards

Terms and Conditions

It is agreed by and between Bristol's Tree Service LLC and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

Insurance by Contractor: Bristol's Tree Service LLC warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law. Certificates of coverage are available upon request.

Cancellation Fee: Bristol's Tree Service, Inc. kindly requests that the authorizing party provide at least 48 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of \$500 for incurred expenses.

Completion of Contract: Bristol's Tree Service llc agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the customer be relieved of completion for delays.

Tree Ownership: The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Bristol's Tree Service llc to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Bristol's Tree Service llc. for any damages or costs incurred from the result thereof.

Safety: Bristol's Tree Service llc warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

ANSI A300 Tree Care Standard Definitions: The following definitions apply to specifications detailed in this proposal.

Clean: Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches. Unless noted otherwise on this proposal, all cleaning will be of branches 1inch diameter or greater throughout the entire crown.

Crown: The leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree.

Leader: A dominant or co-dominant, upright stem.

Raise: Selective pruning to provide vertical clearance.

Reduce: Selective pruning to decrease height and/or spread by removing specified branches.

Restore: Selective pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or damaged.

Thin: Selective pruning to reduce density of live branches, usually by removing entire branches.

Vista Pruning: Selective pruning to allow a specific view, usually by creating view "windows" through the tree's crown.

Stump Removal: Unless specified in the proposal, stump removal is not included in the price quoted. Grindings from stump removal are not hauled unless specified in this proposal. Surface and subsurface roots beyond the stump are not removed unless specified in this proposal.

Support Cables: All support cables installed by Bristol's Tree Service llc should be inspected yearly by the customer. If cables look to be broken, frayed, loose, or otherwise damaged please contact Bristol's Tree Service llc.

Concealed Contingencies: Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and material basis. Bristol's Tree Service llc is not responsible for damages to underground sprinklers, drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

Clean-up: Clean-up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

Lawn Repair: Bristol's Tree Service llc will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless noted otherwise on this proposal.

Terms of Payment: Unless otherwise noted in this proposal, the customer agrees to pay the account in full within 25 days of work completion. Failure to remit full payment within the payment term will result in a finance charge of 1.8% per month.

Returned Check Fee: There will be a \$35 fee charged for all checks returned to our office for non-sufficient funds.

In accordance to OSHA Standards, if a crane is used to place a climber in a tree, it has been deemed the safest way to gain access to the tree.