Middlesex Cemetery Commission
Regular and Organizational Meeting
5:00 pm, 4/22/26
Middlesex Town Hall and via Zoom
5 Church St. Middlesex, VT 05602
(802) 223-5915

Draft Minutes

5:00 pm Gary called the meeting to order.
In attendance: Gary Lamell, Stephanie Lieblappen, Kris Bierfelt.
Guest: Brigid Browning

Motion to elect the officers as follows: Chair - Stephanie Lieblappen; Vice Chair - Gary Lamell; Secretary - Kris Bierfelt.
Steph moved. Kris seconded. All in favor. Motion passes.

5:05 pm Review RFPs for cemetery maintenance

2026 bids opened and reviewed

Name	**Brush at North Branch**	**Digging at North Branch**	**Mowing all 3**	**Notes**
J. Haggett	$4200	N/A	N/A	Insurance cert included
B. May (Middlesex Land Maintenance)	N/A	Burial (C: $500) Burial (F: $1000) Equipment rates: $90/hr	N/A	Currently does this work
JM Yard Services, James Mangan	Will quote on brush when snow is gone	Burial (C: $350) Burial (F: $900) Corner marker setting: $60/4 Flat marker setting: $35	$11,500/season for all three	Works directly w/ funeral homes Can repair stones Services 40 local cemeteries, E. Montpelier and Berlin are happy w/ services
Central VT property services (Middlesex)	N/A	N/A	$7,000/season for all three - weekly	Mows Middlesex Center Cemetery
Lamson's Property Svcs (Berlin)	$50/man hour - still too snowy for more specific quote	N/A	NB $325/weekly Village $225/weekly Carr $75/weekly Total $625/weekly	Total $16,250/season (assuming 26 calendar weeks; mowing unlikely to be needed every week

				early/later in season) Has been doing this work for 18 years

Gary abstained from the conversation due to a conflict of interest. Kris noted that three RFPs were present (mowing, digging, brush work) but was only aware of there being a public RFP for mowing. Kris and Steph noted that Carr/Village and NB have separate funding sources, which affects how we can spend the cemetery budget. All discussed specifics of the North Branch work needed. All noted the potential benefits of using a full-service cemetery care contractor.

Motion to accept the bid from JM Yard Services for burials and mowing
Gary moved. Kris seconded. Kris and Steph in favor; Gary abstains. Motion passes.

Motion to accept the bid from J. Haggett for brush removal at North Branch
Kris moved. Gary seconded. All in favor. Motion passes.

Other business

- Carr Cemetery
    - gate still needs repair, should be a small, one-off project
    - fence repainting, project planned and lined up a couple of years ago; previous MCC chair Janet McKinstry decided not to proceed
- Village Cemetery
    - Sticks and Stuff has taken over more space on Gallagher Rd; will need to start working with them on a plan to keep more space cleared
- North Branch Cemetery
    - Non-working tractor mower will need to be removed; currently in shed
- Locations of MCC records
    - Burial and Death certificates filed in town office vault
    - Other books and documents in town office (box in back right corner on shelves) will need to be reviewed
    - Gary has a reference notebook currently with Matt Rkouiak that he will pass on to Steph and Kris
- Abutters to cemetery property: Gary noted that most have been reasonable with accommodating cemetery care needs
- US flags for veterans' graves: American Legion supplies ~220 flags across all cemeteries. New flags must be in place before Memorial Day. Old flags go back to the Legion. No official inventory of which graves get flags–we can go by existing flag holders
- Green-up Day: Kris asked if the commission can solicit volunteers for spring clean-up. Gary says there's no reason not to but it hasn't been successful in the past.
- Vermont Old Cemeteries Association: Kris asked about Middlesex involvement. Gary noted commission hasn't been active with VOCA in a while.

Cemetery walk-through: 12:30 pm on Friday, April 24, start at North Branch
Next regular meeting TBD

Motion to adjourn
Gary moved. Kris seconded. All in favor.

Meeting adjourned at 5:53 pm.

Action Items

Gary to contact all bidders
Steph to call American Legion about US Flags
Kris to continue gathering files, how-to information, and helpful contact info from town officials, past commission members, and other commissions