Middlesex Cemetery Commission
Regular Meeting
5:30 pm, 5/13/26
Middlesex Town Hall and via Zoom
5 Church St. Middlesex, VT 05602
(802) 223-5915

Draft Minutes

5:30 pm Steph called the meeting to order.
In attendance: Gary Lamell, Stephanie Lieblappen, Kris Bierfelt.

5:32 pm Review previous meeting minutes. Kris noted a math error and an opportunity to expand on Other Matters notes.

Motion to defer approval of April minutes pending corrections.
Steph moved. Gary seconded. All in favor. Motion passes.

5:35 pm Review re-bids for mowing, digging, and brush work.

All RFPs were reposted after April 22 meeting. Miscommunication led to only the mowing RFP being publicly posted in the first round. Lamson and May re-submitted their bids. JM added a line for brush work and itemized mowing for Carr/Village vs. North Branch. Haggett submitted a revised bid for brush and tree work. Central VT Property Mgmt declined to re-bid. Changes from round 1 noted in yellow.

Name	Brush at North Branch	Digging at North Branch	Mowing all 3	Notes
J. Haggett	$4700	N/A	N/A	Insurance cert included
B. May (Middlesex Land Maintenance)	N/A	Cremation: $500 Full: $1000 Equipment rates: $90/hr	N/A	Currently does this work
JM Yard Services, James Mangan	$2000 for brush hogging	Cremation: $350 Full: $900 Setting corner markers: $60 Setting flat marker: $35	NB $400/week; $8000/season* Carr/Village $175/week; $3500/season* Total: $11,500	Mowing quoted as seasonal rates Works directly w/ funeral homes Can repair stones Services 40 local cemeteries, E.

			Same bid as previous, now itemized by cemeteries	Montpelier and Berlin are happy w/ services
Lamson's Property Svcs (Berlin)	$50/man hour	N/A	NB $325/week $6500/season* Carr $75/week Village $225/week $6000/season* Total: $12,500	Mowing quoted as weekly rates Has been doing this work for 18 years

* Season = estimated 20 instances of mowing across a 26-week calendar season

All noted pros and cons of a full-service cemetery care provider. Pros: one point of contact with commission and with funeral homes. Cons: one point of contact = one point of failure, lack of established relationship with JM specifically.

Gary noted that our rates for burial are typically contractor cost + $100 for administrative overhead and perpetual care. Kris noted that JM's quote for burial would mean a smaller increase in what we need to charge families for burial services.

Calculated what was spent on last season's mowing (noting that one mowing season spans two fiscal years)

	North Branch (Edward Jones fund)	Carr and Village (town budget)
FY25	$5500	$2000
FY26 to date	$1800	$3200
Total	$7300	$5200

Kris shared figures from the Treasurer that confirm $3300 remains in the town budget for Carr/Village through the end of FY26 on June 30, 2026. (FY27 budget is $8500, which accounts for the need to do overdue cleanup and tree trimming–not yet solicited or committed.)

Gary abstained from the conversation about mowing due to a conflict of interest.

Motion to accept the bid from JM Yard Services for burials and mowing, and discuss brush and tree work in Village and Carr at a later date
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.

6:02 pm Discuss current North Branch pricing and look at comparative research

Kris shared a matrix showing prices from East Montpelier, Moretown, Montpelier, and Northfield. Gary confirmed prices from East Montpelier and noted that he feels lots should cost less when purchasing 2, 4, etc. East Montpelier charges contractor cost + $100 for burial services. Kris noted that even with proposed price increases, our lot purchase fees are much lower than nearby towns and our burial service rates are on par or lower

Should we consider non-resident fees? Not now; could revisit someday.
Should we consider weekend, winter, or overtime rates? Yes on weekend/overtime; see what JM Yard Services charges. No need for winter rates; we can't accommodate winter burials.
Should we require corner markers and include that with lot purchase rates? All in favor of more research on this question.

Proposed revised lot purchase rates: 1 - $550, 2 - $1000, 4 - $1800
Proposed revised burial service prices: full burials - $1000; cremation burials - $450

Motion to accept proposed lot purchase and burial service rates, and to honor previously quoted rates of $950/$400 for three upcoming burials: Beavin 5/22, Walbridge 6/26, Marino date TBD
Kris moved. Steph seconds. All in favor. Motion passes.

Other business

- Reviewed Kris's edits to the new Cemetery Commission web page. Steph and Gary approved.
- Discussed placing US flags before Memorial Day. Gary will do Carr/Village; Steph and Kris will share North Branch. Steph distributed flags after the meeting ended.
- Kris asked about natural burials. Gary noted that we haven't done any to date and that North Branch is not currently able to accommodate them. Kris to research more about statues, requirements, etc.

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

Meeting adjourned at 6:27 pm.

Next regular meeting: Wednesday, June 10, 5:30 pm at Town Hall and on Zoom

Action Items

Kris to contact all bidders and get W-9s/Non-employee paperwork/certificate of insurance as needed
Kris to follow up about Gary's reference book
Kris and Steph both to spend time getting familiar with records at town office
Kris to speak with James Mangan/JM Yard Services about weekend and overtime rates and purchasing corner markers
Kris to read about natural burial statutes
Gary to place flags in Carr and Village cemeteries, ~26 flags total
Kris and Steph to divvy up and place North Branch flags, ~200 total