

**Waterbury Cemetery Commission Meeting**  
**April 6, 2022 4pm**  
**Steele Room**

Present: Jan Gendreau, Jill Chase, Barbara Walton, John Woodruff and Bill Shepeluk, Town Manager

Absent: Amy Kinsell

**Agenda**

1. **Approved** minutes of March 2, 2022
2. **Financial Updates Bill Shepeluk and John Woodruff**  
**Insurance Claim for the Route 100 Cemetery damage**

Bill mentioned that he sent a memo to VLCT requesting a status report on the Town's insurance claim for Route 100 Cemetery stone repair. No response as of this date.

John also reported he received information from Restitution Vt Center for Crime and Victims Service. He talked with Holly, contact person at the center about possibility of reimbursement for the stone damage. John sent the required information to Holly for possible consideration.

**Budget**

Bill reviewed the fund balance for the end of March 2022.

3. **New Business**

Members have been researching information of possible vendors that might be interested in the entrance project at the Maple Street Cemetery. John handed out the attached information (Town of Waterbury, Request for Proposal) for a business/vendor to submit on the Entrance Sign project. Committee members can also give out the information to businesses/vendors that may be interested in the proposal. Proposal attached to these notes.

John also mentioned that Grass chopper's contractor that works in Hope Cemetery is increasing its yearly rate of 1125.00 to 1350.00. Increase due to cost of fuel and labor rate. The increase rate will begin in April.

Jan and Barb reported on the meeting with Highlander Property Services (Tom and Taylor Douglas) in Hope Cemetery to review the work on the perimeter clean - up. Their estimate is attached to the minutes. Debris will be brought to area in the lower cemetery where the town will either remove or chip it.

**The committee reviewed and discussed the Highlander proposal in Hope Cemetery. It was voted on and unanimously passed for Highlander to do the work in Hope.**

**Assignments:**

- 1. John will contact the town about removing the pile of debris when Highlander begins perimeter clean-up project.**
- 2. Barb will connect with Highlander about acceptance of their proposal to do the Hope Cemetery perimeter clean-up project.**

Meeting ended at 5pm. **Next meeting: May 4, 2022, Steele Room**

**\*\*\*\*\*Will be taking a field trip (weather permitting) to Demeritt cemetery after our meeting is over.**

Respectfully submitted, Barbara Walton

## Highlander Proposal for the Hope Cemetery Clean Up

Sent from my iPhone

On Mar 30, 2022, at 12:28 PM, Tom Douglass <[scottishpipes1957@gmail.com](mailto:scottishpipes1957@gmail.com)> wrote:

**From:** BARBARA WALTON <[amaliya9@aol.com](mailto:amaliya9@aol.com)>  
**Date:** April 1, 2022 at 9:08:15 PM EDT  
**To:** Tom Douglass <[scottishpipes1957@gmail.com](mailto:scottishpipes1957@gmail.com)>  
**Cc:** Jan Gendreau <[jangendreau@gmail.com](mailto:jangendreau@gmail.com)>  
**Subject: Re: Estimate Discussion**

Thanks, Martha. We (Jan and myself) enjoyed meeting with Highlander in Hope Cemetery on cleanup project. Our plan is to bring your suggestions and estimate to upcoming April meeting next Wednesday for discussion. Will get back to you as soon as possible. Appreciate your quick response to our request for estimate, etc.

Barbara Walton

Sent from my iPhone

On Mar 30, 2022, at 12:28 PM, Tom Douglass <[scottishpipes1957@gmail.com](mailto:scottishpipes1957@gmail.com)> wrote:

Hi Barb,

**Tom and Taylor are discussing the work that you all just met about and before we prepare an estimate for you to take to the town so see if there is an appetite for approval they thought it would be good for me to approach you with their thoughts.**

**Initially they would suggest we start with 100 hours @ \$55.00 per hour, plus a 100.00 equipment fee, 100.00 fuel fee. As discussed this won't include any disposal fees in the hopes that you can get volunteers to haul the piles away. Is this way out of the question for you to consider bringing to the town? If we can start there we would be able to put in 25 to 50 hours and see how far they are getting and reassess from there to be sure you get as much of what you are looking for within what was initially approved. Their gut is 100 hours is a minimum and they would be more comfortable with 160 hours but figured 100 hours may be well beyond what you were expecting - and they want to try and work with you here so.....**

**Regards,  
Martha**

## Town of Waterbury Request for Proposal

### Entrance Design/ Build Request for Proposal

- This RFP is for design and construction of new entrance feature for the Maple Street Cemetery in Waterbury Center, VT.
- Issued by the Waterbury Cemetery Commission
- Date of issue 4/6/2022
- Questions Due 5/3/2022
- Answered Questions Posted 5/17/2022
- Proposal Due Date 5/31/2022
- Point of contact for questions John Woodruff email jwoodruff@waterburyvt.com

### Overview

The Town of Waterbury Cemetery Commission desires to design and construct a stone or other suitable material entrance feature to their cemetery located 380 Maple Street in Waterbury Center. This 12 acre parcel has been used as a cemetery for 150 years. The commissioners envision a feature along the cemetery's access road as you pull off of Maple Street. This project would design and construct this feature as a beautiful welcoming gateway to the cemetery to last for years.

### Scope of Work

- Provide drawings for proposed entrance feature
- The primary focus of the scope of work is the construction of the entrance feature
- All site work and staging can take place at 380 Maple Street
- All contractors or sub-contractors shall provide a certificate of insurance and file a W9 with the Town of Waterbury
- Access along the cemetery entrance road must be maintained at all times
- Daily cleanup of materials is required and water is available on site
- All local permits will be obtained by the Town of Waterbury
- Construction must be completed by 11-1-2022
- Map of the site is attached with photos

### Proposal Requirements

- Drawings of proposed work
- Statement of qualifications including any work history of similar projects
- Price
- Timeline and complete Project Schedule

## Contractor Selection

Proposals will be reviewed and evaluated by the Waterbury Cemetery Commissioners. All proposals shall be evaluated with the following criteria in mind.  Total Bid Price

Qualifications

Ability to meet schedule

Selection will be made on June 1st 2022

