Marlboro Cemetery Commission

MEETING MINUTES – AS APPROVED

Wednesday, April 29, 2025

5:45 – 6:45 PM

Marlboro Town Office

Respectfully Submitted by Hollis Burbank-Hammarlund

Commissioners present: Marcia Hamilton, Hollis Burbank-Hammarlund, Sally White
Also present: Forrest Holzapfel-Marlboro Town Clerk

Meeting called to order at 5:45 PM.

King Cemetery Deeds: Forrest Holzapfel reviewed proposed changes to the (new) King Cemetery deed to reflect the ability of the new Cemetery Commission members to sign plot deeds, having taken the oath of office. Additional minor edits were proposed and agreed to by the Commissioners.

Managing Private Abandoned Burial Grounds: Marcia read aloud statutory provisions that permit municipal cemetery commissions to assume responsibility for the care of abandoned cemeteries on private property (with public petition and vote required). Sally raised the issue of landowner approval for access to these cemeteries. In Marlboro, these cemeteries include the Old Hogback Cemetery (Adams Crossing) and the Phelps Cemetery, both located on private lands. Marcia has been and will continue to be in communication with the new owners of the Old Hogback Cemetery to assess status of care.

Email: MarlboroCemeteryCommission@gmail.com will be the official email for this body. The Commission may consider adding to the 2026 budget the $12/month cost of a municipal email address (TBD).

Motion was made by Hollis and seconded by Sally to utilize MarlboroCemeteryCommission@gmail.com. Voted unanimously in the affirmative.

Approval of April 9, 2025 minutes: Motion was made by Hollis and seconded by Sally to approve the minutes of the previous meeting with minor corrections. Voted unanimously in the affirmative.

Groundskeeping: Commissioners continued discussions about groundskeeping, choosing to follow last year's protocols (listed below) in 2025. For 2026, the Commission will explore and consider the adoption of more standardized care and costs (e.g., based on size of cemetery, number of headstones, etc.).

- King Cemetery to be cared for by Jeff Burt
- Clark Warren Cemetery to be cared for by Alan Young
- Marlboro Center Cemetery to be cared for by Conner Hamilton

Hollis will contact Jeff Burt and Conner Hamilton to ask for 2025 monthly invoices, itemized with tasks, hours and costs.

Repair/repositioning of gravestones will take place in Center Cemetery and King Cemetery this year (spending up to $2,000/cemetery). Marcia (and Hollis and Sally, if available on short notice) will meet with Mark to assess and approve work when he comes from Bennington.

A motion was made by Hollis and seconded by Sally to enable Marcia to approve Mark's work if Hollis and Sally are not available. Voted unanimously in the affirmative.

Town Treasurer Invoice Payment Procedures: Commission members reviewed and agreed to follow the Town Treasurer's invoice payment procedures.

Investment of Cemetery Funds: The Commission discussed this matter and agreed to meet with the Town Treasurer at a future meeting (once King Cemetery monies flow in from plot sales) to review and consider investing Cemetery funds in an interest-bearing account.

The next meeting of the Commission was not planned; it will occur on an 'as-needed' basis. Items added to that agenda include:

1. Approve minutes of April 29, 2025 meeting
2. Schedule a site review of the boundaries of the land donated by Arnold White adjacent to the Center Cemetery.

Motion to adjourn meeting was made by Hollis, seconded by Marcia at 6:45 PM. Unanimously approved by vote in the affirmative.