

# Shaftsbury Cemetery Committee Meeting

Virtual Meeting through GoToMeeting  
Wednesday, October 7, 2020  
(Draft)

Present: Kathy Cardiff, Chair; Neal Strong, Peggy Wilson; Elinor Hyjek; Michael Albans, Cemetery Superintendent; Marlene Hall, Town Clerk; David Keirnan, Town Administrator

Committee members not present: Joe Herrmann

Kathy Cardiff called meeting to order at 10:05

## MINUTES

Minutes were presented from the September 2<sup>nd</sup> meeting Neal motioned to accept minutes as presented, Peggy seconded. Motion passed 3-0.

## PUBLIC COMMENTS

Being that there were no public comments, Kathy asked for the Superintendent's Report.

## SUPERINTENDENT'S REPORT

- **Cleaning Invoice:** Shea submitted invoice for cleaning 100 stones at Center and 60 stones at Maple Hill. More than the 160 stones were cleaned, but not the stones that had been designated to be done. Although incorrect, more stones were cleaned and they were done well. In the future Mike will mark stones to be cleaned to insure they are done correctly. There were 7-9 stones that were specifically pointed out to be cleaned and were not, Shea would charge extra to come back to do those so Mike is planning to work with Austin to clean those stones.
- **Gridding:** Mike spoke with David Mance. David has not yet made progress on the gridding due to a medical issue. Mr. Mance would like to change the new gridding from the older 8 plot set up to a 2 plot lot as most people want to buy 2 plots now.
- **Shaftsbury Hollow:** Mike met with Mr. Shaffer to arrange for access to the Shaftsbury Hollow Cemetery for the purpose of mowing. The mowing has been completed.
- There have been COVID related delays receiving death certificates so paperwork is a little behind.
- **Maple Hill:** Mike noticed some holes near headstones. He believe someone may have tried to straighten a headstone but abandoned the project. He and Austin will fix the issue.

## Budget

- Dave will present budget at November meeting for approval.

## Mowing Contract

- The mowing contract will be updated to show mowing at Little Rhode Island happen once a year and Shaftsbury Hollow to happen twice a year.

## **OPERATING PROCEDURES**

A line will be added regarding who is eligible to be buried in Shaftsbury. "Any exception to this policy must be approved by the Superintendent and approved by the board".

Ellie made the motion to accept the draft of the procedures with the above change, Peggy seconded the motion. Motion passed 4-0.

The procedures will now go to the Select Board for approval.

Kathy thanked Shelly Stiles for her help with GPS coordinates for the cemetery locations.

## **Signage**

Mike would like to add signage at the entrance of private cemeteries asking people to call the superintendent to get permission from land owners before entering the cemeteries.

A statement will also be added to the list of cemeteries that accompany the Regs. "Please contact the cemetery superintendent to receive access from landowner.\*"

\*Superintendent info.

## **OTHER BUSINESS**

### **Cleaning**

Mike would like clarity on making cleaning contract much more specific in the future. The board agrees the contracts need to be more specific.

### **Mattison Plot**

Mike has been working with Mr. Mattison regarding his family plot. He has written a letter to Mr. Mattison stating that the research shows his family owns a lot in Shaftsbury and he will have the right to be buried there. Dave will send the letter to the town attorney for approval.

### **Center Cemetery**

Mike was asked to and will look into the ownership and origin of the small building at Center Cemetery.

With no other business to come before the committee, Ellie made the motion to adjourn, Neal seconded. Meeting adjourned at 11:15.

Next meeting is scheduled for Wednesday, November 11<sup>th</sup> 10:00am via Zoom.

Respectfully submitted,  
Marlene Hall