

# **Shaftsbury Cemetery Committee Meeting**

Virtual Meeting through GoToMeeting  
Wednesday, August 05, 2020  
(Draft)

Present: Kathy Cardiff, Chair; Neal Strong; Peggy Wilson; Michael Albans, Cemetery Superintendent; Ken Coonradt, retired Cemetery Superintendent; Marlene Hall, Town Clerk; David Keirnan, Town Administrator; Joe Herrmann (joined the meeting at 10:30)

Committee members not present: Elinor Hyjek

Kathy Cardiff called meeting to order at 10:10

## **MINUTES**

Minutes were presented from the July 1<sup>st</sup> meeting. Peggy motioned to accept minutes as presented, Neal seconded. So moved 3-0.

## **PUBLIC COMMENTS**

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

## **SUPERINTENDENT'S REPORT**

### **Cemetery Superintendents Report**

Shaftsbury, Vermont  
5 August, 2020

Below is a brief report of the actions taken over the last 10 years to improve the physical conditions of the Shaftsbury Cemeteries (5) and the present condition as well as some recommendations for actions in the future:

Approximately 720 headstones were straightened; most of these required leveling of the foundations prior to re-setting.

Eleven medium to large trees were taken down to prevent damage to headstones at a later date, tree removal contractors did this work.

Fence lines and stone wall borders were trimmed of small bushes and saplings on a spring and fall basis, this is a never ending task. If not done, the overgrowth will encroach on the cemetery headstone proper. This had already occurred at Waite.

New split rail fences were installed at Center and Maple Hill cemeteries.

The north road at Maple Hill was extended by 250 feet, the south road was constructed (600 feet), this road was on the original cemetery layout but never constructed.

New cemetery signs were installed at each of the 5 cemeteries. Note: The Shaftsbury Grange purchased the signs and posts; installation was done by the cemetery crew.

Posts were placed at each cemetery with boxes attached to contain copies of the cemetery bylaws.

Thirty tons of gravel has been dropped on cemetery roads to create rut and mud-free access.

Two hundred headstones have been cleaned by contractors or funeral homes.

New burial spaces were created on the East and South side at Grandview, this will allow approximately 60 gravesites for future sale.

Cemetery lot/space prices were raised to \$900.00 to bring them in line with other cemeteries in Bennington County.

The Elwell Cemetery off East Road was cleaned out and a split rail fence installed by a local funeral home (Shea Funeral Home).

The Hollow Cemetery was cleaned out with help from the Vermont Old Cemetery Association (VOCA) folks. Note: The Elwell, Hollow, and Little Rhode Island cemeteries are cleaned out in the Spring and Fall by the cemetery mowing contractor.

**Present Cemetery Conditions:**

**Village:** A fence needs to be installed on the Cleveland Avenue side (486 feet)

Recommendation: Install a split rail fence.

**Grandview:** Bids are out to have 80 more headstones cleaned in the old section.

Recommendation: Try to budget funds to do some cleaning every year until complete. Bids are out to do 80.

There are several headstones needing to be leveled and straightened.

The newly created area needs to be gridded. Mr. David Mance has agreed to do this.

The old iron pipe fence is in need of replacement.

Recommendation: Consider split rail fence and continue to level & straighten as time and money permits.

**Waite:** Several headstones still need to be leveled / straightened.

Recommendation: Plan should be developed to create a new access road to the 2 acre section bequeathed to the town by a local family.

**Maple Hill:** There remains a few headstones needing leveling and straightening.

Recommendation: Follow-up on bids to have 60 headstones cleaned.

**Center:** Several headstones in the old section need repair work, most will require contractor equipment to do this.

The pile of earth and stone in the southeast area needs to be cleaned up.

Recommendation: Have 110 headstones – bids are out for this.

**Hollow:**

Recommendation:

1. Work with Mr. Shafer to arrange an amiable plan for access to the cemetery or consider a rite-of-way (ROW).
2. Try to get VOCA to come for another joint effort to find remaining grave sites and repair more headstones.
3. Install split rail fence around the cemetery.

Overall the Shaftsbury Cemeteries are in good shape, but the effort to improve them should be continued until they are in excellent shape.

I regret that I can't continue in this effort, health issues are at the forefront of my activities these days.

I know the cemetery committee, the select board and the town administrator will give the same great support to the new superintendent, Mike Alban that they have given me.

My sincere thanks go to the highway crew and the town clerk for their outstanding support, and thanks to the general public for adhering to the cemetery policies and procedures.

I will work with the new superintendent until he/she is comfortable in the position.

Ken Coonradt,  
Retired Cemetery Superintendent

## **OPERATING PROCEDURES**

Corrections were discussed and Marlene will work on those.

Kathy will work on updating the location descriptions of each cemetery.

Approval is tabled until next meeting.

Going forward, no private burials will be listed on the Cemetery List. Some currently on the list will be removed.

## **OTHER BUSINESS**

### **Discussion on Stone Cleaning**

A bid from Shae was presented in the amount of \$2,460.00 for the cleaning of 60 headstones at Maple Hill Cemetery and 110 headstones in the Huntington section of Center Cemetery. Peggy made the motion to accept the bid and Neal seconded. Motion passed 4-0.

### **Workshop**

Kathy mentioned a free workshop in West Rutland on August 23 was going to cover cleaning and restoring headstone. She planned to attend and hoped others could as well.

### **Ken Coonradt**

Ken thanked the committee for their support over the years.

With no other business to come before the committee, Joe made the motion to adjourn, Neal seconded. Meeting adjourned at 11:10.

Next meeting is scheduled for Wednesday, September 2<sup>nd</sup> 10:00am via GoToMeeting.

Respectfully submitted,  
Marlene Hall