

Shaftsbury Cemetery Committee Meeting

Cole Hall

Wednesday, September 29, 2021

(Draft)

Present: Kathy Cardiff, Chair; Peggy Wilson; Betsey Habberfield; Joe Herrmann; Marlene Hall, Town Clerk; David Kiernan, Town Administrator

Members not present: Neal Strong

Kathy Cardiff called meeting to order at 9:00

MINUTES

Minutes were presented from the August 30th meeting. Peggy motioned to accept minutes as presented, Joe seconded. Motion passed 4-0-0.

NEW MEMBER

Kathy introduced Betsey Habberfield, new member of the Cemetery Committee. The committee welcomes Betsey and thanks her for her willingness to take on the position.

SUPERINTENDENTS POSITION

The committee reviewed and revised the Superintendents job description (see attached).

The position should be an average of 7 hours per week (with more in the summer months and fewer in the winter months).

General responsibilities will be sales of lots and paperwork for burials, overseeing cleanup and maintenance of cemeteries.

Joe made the motion to accept the revised Superintendents Job Description. Peggy seconded. Motion passed 4-0-0

Dave will present to the selectboard for final approval.

There are three applicants for the Superintendents position. A committee was formed to interview the candidates. Committee members are Kathy, Peggy, Joe and Marlene.

Joe made the motion to authorize the interview committee to make a recommendation of a candidate to the Selectboard without going back to the full cemetery committee first. They will keep all members of the cemetery committee apprised of their work. Betsey seconded. Motion passed 4-0-0.

OPERATING PROCEDURES

The committee made final changes to the Operating Procedures and the Rules & Regs (which will be posted at each cemetery). They are attached.

Betsey made the motion to accept the Rules & Regs as amended. Joe seconded. Motion passed 4-0-0.

Peggy made the motion to accept the Operating Procedures as amended. Joe seconded. Motion passed 4-0-0.

RULES AND REGULATIONS BOXES

The boxes holding the Rules and Regulations paperwork at each cemetery leaks and is ruining the papers. Dave will ask the road crew to install metal roofing on each box to stop this issue.

OTHER BUSINESS

GRANDVIEW

MSK will be gridding Grandview on the north by Lamb Rd and on the east side creating new grave sites.

L&G will finish fencing.

VILLAGE

New fence has been cancelled for now. Committee will revisit fencing at a later date.

Jay Coonradt will take out the bittersweet along the northside fence.

ALL CEMETERIES

Jay Coonradt will clean fence line and removed bushes and trees.

Dave suggested producing a checklist be developed describing the procedure for selling a burial plot and what needs to be done for a burial. This can be used by any committee member to handle either situation should it arise when the Cemetery Superintendent is away or otherwise unavailable.

PLANNING VOCA DAY

Kathy will meet Tom and VOCA volunteers at Center Cemetery at 8:00 Saturday morning. Other volunteers are scheduled to arrive at 9:00. Event is planned from 9-2 with lunch (pizza) being served around 1:00.

With no other business to come before the committee, Peggy made the motion to adjourn, Joe seconded. Meeting adjourned at 11:14.

Next meeting is scheduled for Wednesday, November 3rd 9:00am, upstairs at Cole Hall.

Respectfully submitted,
Marlene Hall