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# Town of Shaftsbury

Municipal Offices at Cole Hall  
Cemetery Department

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## Shaftsbury Cemetery Committee Meeting Minutes

Wednesday, May 10, 2023

(Draft)

**Present:** Kathy Cardiff, Chair; Betsey Habberfield; Peggy Wilson; Neal Strong; Jen Holley, Cemetery Superintendent; and Guest: Jennie Rozycki, McCullough Library Director

**Not Present:** David Kiernan, Town Administrator Marlene Hall, Town Clerk

Agenda modification to accommodate Jennie Rozycki's schedule.

Meeting was called to order at 9:02am.

The committee discussed ways the McCullough Library and the Cemetery Committee could work together and get community involvement. Jennie Rozycki suggested cemetery tours on or around Battle Day – A Proposal or Date will be worked out.

Betsey arrived at 9:05am

The committee will send Betsey to try and communicate with the Historical Society and try and get them involved with this Historical Project Collaboration that we are trying to Plan. Jennie Rozycki will also try and attend the Historical Society monthly meeting.

One of the items that would be wonderful to focus on would be stone cleaning. Caitlan Abrams / Shawn Harrington / Dellwood (Manchester, VT) Historical Society have previously done stone cleaning videos that we will try and locate. Kathy will try and contact her. She believes she lives in Rupert, VT.

Library Tool Kits. Possibly for Stone Cleaning... The library lends tool kits out and this might be a thought, to lend kits for people to clean the headstones of relatives.

The Committee Voted to Approve the minutes of April, 5<sup>th</sup> 2023 – They passed 4-0-0.

Kathy asked that the Superintendent put her (the Chair's) phone number back on the Cemetery Department page so people could contact her if they wanted too.

**Aldrich Lot Issue:**

Tabbie Aldrich called (The Cemetery Superintendent) last month and asked her to fix the stone of her step-son that is buried on her lot. Her husband is buried there too. She purchased the lot and both stones that are presently on the lot. The problem she has, is the stone is meant to be ground level and "somebody" raised it well above ground. She says she knows who raised it. The person who raised the stone does not matter in this case and is not being considered in this decision. The committee Voted that (The Superintendent) fix the stone with the least amount of labor possible – one time only. Passed – 3-1-0 . Kathy Cardiff was opposed.

**Lot Pinning System:**

The Lot Pinning System materials for marking out the cemetery lots was priced out by the Superintendent and presented to the committee. The Committee Voted to Purchase for 100 Graves – it will cost approximately \$1000.00 for the initial 100 grave markings.

The pricing document is attached to this file.

**New Member:**

A New Cemetery Member was Proposed.

Rosemary Lindsey. She is currently involved with the Lions and an active community member. Her name will be sent to the Select Board for appointment.

With no more time left for the. Initial Perpetual Care Discussion will be added to the June Agenda, Kathy made the motion to adjourn, Peggy seconded. Motion passed 4-0-0. Meeting adjourned at 10:45.

Next meeting is scheduled for Wednesday, June 7th, 2023 at 9:00am, upstairs at Cole Hall.

Respectfully submitted,

Jen Holley

**Company: Berntsen berntsen.com**

Will can use 1/2 in. x 1' Rebar - from Home Depot

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### **Cemetery Markers for Rebar - To Identify Cemetery Lots & Blocks**

Name: 2" Cemetery Plot Marker w/ Cross for 1/2" rebar

Desc:

Berntsen cemetery markers come with an imprint suitable for use in cemeteries. Berntsen Cemetery Lot Markers are available in 2" and 3 1/4" diameters. They fit 1/2" or 5/8" rebar as the SureGrip plastic insulator holds the cap tightly to the rebar and virtually eliminates dissimilar metal corrosion. Orbital forged from 6000 aluminum which is highly resistant to chipping, cracking and breaking, yet soft enough to punch numbers easily in the field with our stamp sets.

All Berntsen aluminum cemetery markers feature the SureGripT plastic insulator that locks the cap tight on to the rebar or pipe and helps prevent dissimilar metal corrosion. They feature a deep hex socket that won't "wobble" when tapped on to the rebar.

LINK: <https://www.berntsen.com/Surveying/Survey-Markers/Cemetery-Lot-Markers/ctl/ViewProduct/mid/935/itemID/1051>

PRICING: We do not have to mark out Every Lot, but **many** would be nice. Even 100 would be an amazing achievement.

- \$9.55 11 - 24
- \$6.52 25 - 99
- \$4.00 100 - 249
- \$3.53 250 - 499
- \$3.29 500 or more

QTY: (Depending on how many lots we want to mark out) - Will need 4 or 2 (depending) per Lot.

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### **Berntsen Rebar Drivers**

Desc: Berntsen Made In America product Berntsen Rebar Drivers make driving rebar much easier with a large 2" striking surface. Also helps prevent mushrooming and splitting of the rebar end, making it easier to install insulated aluminum or plastic rebar caps. Use a urethane faced hammer, such as a Lixie hammer, to impact the face of the rebar driver. Available for 3/8" (10mm), 1/2" (13mm), 5/8" (16mm), 3/4" (19mm), 7/8" (22mm) and 1" (25mm) rebar. Made from specially machined and hardened steel.

Price: 75.00

Qty: 1

Link: <https://www.berntsen.com/Surveying/Survey-Markers/Cemetery-Lot-Markers/ctl/ViewProduct/mid/935/itemID/419>

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**Stamping Letters**

COMBO316

Young Bros. 3/16" Letter & Number Stamp Set

LINK: <https://www.berntsen.com/Surveying/Survey-Markers/Cemetery-Lot-Markers/ctl/ViewProduct/mid/935/itemID/408>

Price: 95.00

QTY: 1

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**COMBO POUCH** - Bag to Protect/Store the Stamping Letters

LINK: <https://www.berntsen.com/Surveying/Field-Bags-Pouches/ctl/ViewProduct/mid/575/itemID/647>

Price: 37.50

QTY: 1

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**Name: ANVIL**

DESC: Stamping Anvil for Metal Rebar Caps and Concrete Markers

Price: \$55.00

QTY: 1

<https://www.berntsen.com/Surveying/Field-Accessories/Stamp-Sets/ctl/ViewProduct/mid/653/itemID/417>

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**From Home Depot.com**

**Dead Blow Hammer**

3½ Pound Hammer w/ 2" Face & 14" Handle - **Close to Same specs as the Lexie but Berntsen wants \$128.50 for theirs.**

<https://www.homedepot.com/p/Grand-Rapids-Industrial-Products-3-lbs-Deadblow-Mallet-41720/301397953>

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REBAR -- 1/2 in. x 1' Rebar

<https://www.homedepot.com/p/1-2-in-x-1-ft-Rebar-370565/309328803>

Price: \$3.18 ea

QTY: (Depending on how many lots we want to mark out)

## Superintendent's Report - 5/10/23

**Burials:** Since our last meeting there has been 1 burial.

1. Pauline Knapp (Grandview) – She was a former Shaftsbury Town Clerk. Marlene will contact her son who still lives locally and gather some information so we can mention her in next year's Town Report.

### **Updates:**

David will schedule a time when I can show the Select Board Cemify when he has room in the schedule.

Cemify is continuing to go well. I discovered that a significant portion of Center Cemetery did not import properly. Specifically, 70% of FIRST NAMES in all sections except F & G. I went through the system one by one and compared each lot to the original NEMRC data to ensure the accuracy of the Cemify. I am almost done and am confident that it is correct.

- All cornerstones 2 large orders from Upstate Stone Works – Have now been received. I have begun to install them and they are nice.

Spring Cleanup is done – Jay is now doing his part also which is a major help to me. With both of us doing it, it works out very good. It is a lot of work for one person but not for two.

### **Lot Pinning System:**

Please see the attached outline of the Lot Pinning System prices. The committee must decide how many lot they would like me to "Mark Out" in the cemeteries before we can determine how much this will cost but the prices are attached.

This is not something that will have to be replaced but can be added to as time goes on. We do not need to buy material to mark all lots at once.