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Town of Shaftsbury

Municipal Offices at Cole Hall Cemetery Department

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Shaftsbury Cemetery Committee Meeting Minutes

Wednesday June 7, 2023

Agenda:

- I. Introduction and Welcome: New Member
- II. Approval of May 10, 2023 Minutes
- III. August History Program
- IV. White Lot Tree Issue-Jen
- V. Superintendent's Report
- VI. Other Business
- VII. Perpetual Care Discussion

Present: Kathy Cardiff, Chair; Betsey Habberfield; Peggy Wilson; Jen Holley, Cemetery Superintendent; and Rosemary Lindsey

Not Present: Neal Strong, David Kiernan, Town Administrator and Marlene Hall, Town Clerk

Agenda modification: Date of minutes to approve May 3, 2023 Adjusted to May 10, 2023.

Meeting was called to order at 9:07am

- I. **New Member:** The Committee welcomed our new member Rosemary Lindsey. She was supplied with a year's worth of minutes, and the cemetery rules and regulations printed out by the Committee Assistant: Marlene Hall, per the request of Kathy Cardiff.
- II. **Approval of Minutes:** A few minutes were taken to review the Minutes of May 10th, and Kathy made a motion to Approve them. Minutes of May 10th were Approved with a 3-0 Vote. Rosemary was unable to vote on these minutes as this was her first meeting.
- III. **August History Program:** The Committee is trying to plan a Historical Program for a day during the month of August where Caitlin Abrams is willing to come to the Center Cemetery and give a Presentation about iconography and stone history. We are trying to plan a Stone Cleaning event also. Time and Date are still up in the air but Kathy is proposing the 20th so it will not interfere with Battle Day Weekend.

IV. **White Lot Issue:** Grandview – Division 4 - # 2 - White Lot Issue

Brad White, a resident of northern Vermont and heir/descendant of the White family. They informed me that many years ago, they had hired Wynn Metcalf to plant two white birch bushes on the family lot. However, as evident now, Wynn planted trees instead of bushes. These have matured into two very large drooping white birch trees.

Brad and his wife have put forth a proposal that they hope the Town will consider. Following my suggestion, they suggest obtaining two cost estimates from companies that the Town is comfortable working with to remove the trees. Furthermore, they are willing to cover the expenses, including grinding of the stumps. However, with one condition, they request permission to plant a single dwarf flowering tree that will not exceed a height of 12 feet when fully grown.

The Committee was presented with this proposal and made a motion to accept it if Brad White were to use a Company that the Town approves of to first remove the 2 large trees, including the stumps. Then a small flowering tree could be planted in its place in the same lot that will not exceed 12' in height fully grown. The Superintendent, Jen Holley will help coordinate the Estimates for the family and the planting of the flowering tree from a Nursery that will be hired by the family. The Committee would like it known that this is correcting a wrong that was done years ago and is not something that we will always allow. The motion passed unanimously 4-0.

V. **Superintendent's Report:**

Burials: Since our last meeting there have been 4 burials, and 1 of them we were not told about until after the fact.

Roger and Susan Bull – Center

Dorothy Strong – Grandview

And the surprise burial was: Lowell Greene in Maple Hill

Sales:

I sold One grave in Maple Hill.

L&G – Repairs on the Grandview fence are finally complete, and they did a great job. I thanked them.

Unrecorded Burials:

I have informed the Town Administrator that I have come across many unrecorded burials so far. 24 to be exact, and I believe this number will increase as I go from bringing our information from lot level to exact grave level.

Historical Requests and ROI:

I had a few requests from citizens on helping them find burials of relatives and provided information to them on the cemeteries.

There are also more people (heirs) contacting me and wanting to make sure that they are in our system for burial rights, which is a good thing. I am adding these people in Cemify and it is a great tool.

Headstones – Date of Death:

- I Learned that Funeral Homes do not sell final year of Passing Engraving on Benches and Headstones when they sell Monuments. This means I could run into a lot of stones with no final dates - not good.

Headstone Care and Maintenance:

How does the committee want me to respond to Families who contact me and want their relatives' stones fixed? This falls under the Perpetual Care Discussion, and under my job description. Decision have to be made, and I need direction on how to respond to them.

VI. Other Business:

Meeting Time: We will need to adjust the meeting time due to the Superintendent's other job responsibilities with the Town that will affect the Town Clerk's Office Hours on the regular scheduled meeting time. Marlene had asked that I ask the Committee for an 8:00am start. The Committee prefers to try a 4:00pm start and see how that goes.

Responding to Family/Stone Fixing:

How does the Committee want the Superintendent to Respond to Families that ask to have stones fixed for them. If I have time, I don't mind but then it gets to the point – there are a lot of stones that need attention. Some are too heavy and I will need help. On the other hand, it is not really my job and I am not being paid to fix stones. However, with that said it does not mean I'm not willing to be involved in it – it means we need to have a conversation about it.

I have the name of Ed Hayes that I can give to families for cleaning, and I will talk with him about stone fixing – This is all tied into Perpetual Care – A conversation the Committee/Town will have at a later date when time allows.

VII. Perpetual Care Discussion: Moved to next meeting – Request the Presence of the Town Administrator

With no more time left for the Perpetual Care Discussion will be added to the July Agenda.

Meeting adjourned at 10:29am.

Next meeting is scheduled for **Wednesday, July 5th, 2023 at 4:00pm**, upstairs at Cole Hall.

Respectfully submitted,

Jen Holley