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Town of Shaftsbury

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Shaftsbury Cemetery Committee Meeting Minutes

June 5, 2024

Agenda:

- I. Welcome and Introductions
- II. Approval of April 3, 2024 Minutes (no May meeting held)
- III. Vote on Fund for Memorial Cleaning
- IV. Vote on Update to Operating Procedures (Attachment A)
- V. Superintendent's Report
- VI. Discussion of Operating vs. Capital Fund Expenditures
- VII. Other Business

Present: Jen Holley – Superintendent, Paula Iken - Town Administrator, Kathy Cardiff - Chair, Rosemary Lindsay, Betsy Habberfield, Neal Strong

Absent: Peggy Wilson

Agenda Modifications: None

Meeting was called to order at: 9:00 am by Kathy

I. Welcome and Introductions

Those who have not met the new Town Administrator, Paula Iken introduced themselves and we all welcomed Paula. Like the Cemetery Superintendent the Town Administrator is an Ex Officio Member of this Committee.

II. Approval of April 3, 2024 Minutes

This was tabled until the next meeting as not all members reviewed the minutes. The Superintendent will send them all another copy of the April Minutes.

III. Vote on Fund for Memorial Cleaning

A vote was taken by the committee to allow the Superintendent to open a PayPal Account for the Town and work with the Treasurer to have this account specifically for Donations for "Supplies for Headstone Cleaning Supplies." This account will be setup and turned over to the Town Treasurer, Melanie Dexter. We have selected PayPal as web users are very familiar with PayPal, and it's ease of use for our citizens. The other great thing is the Town will not have to handle any transactions, as PayPal does all of this. This will not be burden on our Treasurer. The vote was unanimous, to allow the PayPal account setup and to allow Donation collections on the website.

IV. Vote on Update to Operating Procedures (Attachment A)

In December of 2023 the Private Cemetery Two Trees was added to Attachment A of the Operating Procedures. The Committee vote on the Adjustment to Attachment A. The vote was unanimous, to accept the edits.

V. Superintendent's Report

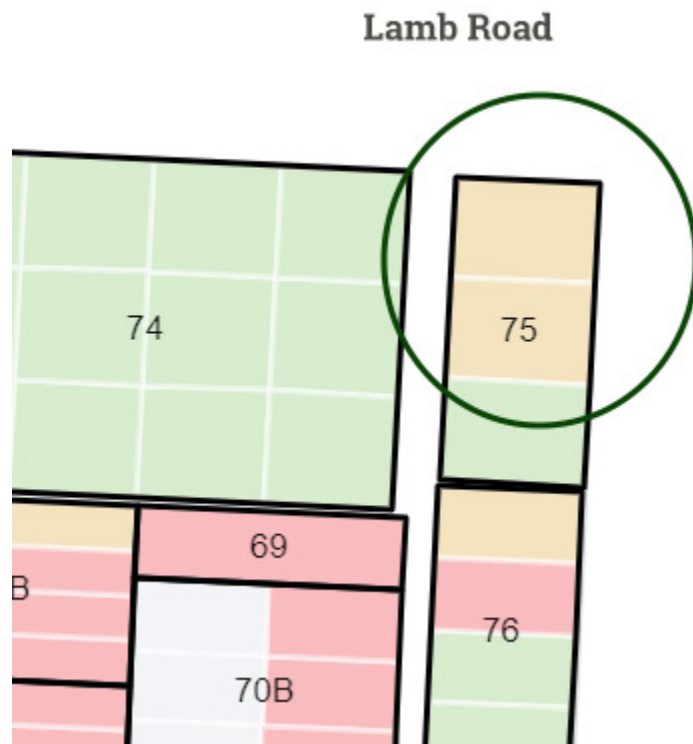
Burials: Since our last meeting there have been 5 burials.

Helen Doxsee – Grandview, Cecilia Mattison – Center, Dean Hanson – Center, Assunta Mazzola – Center, Beatrice Mattison - Center

Lot Sales:

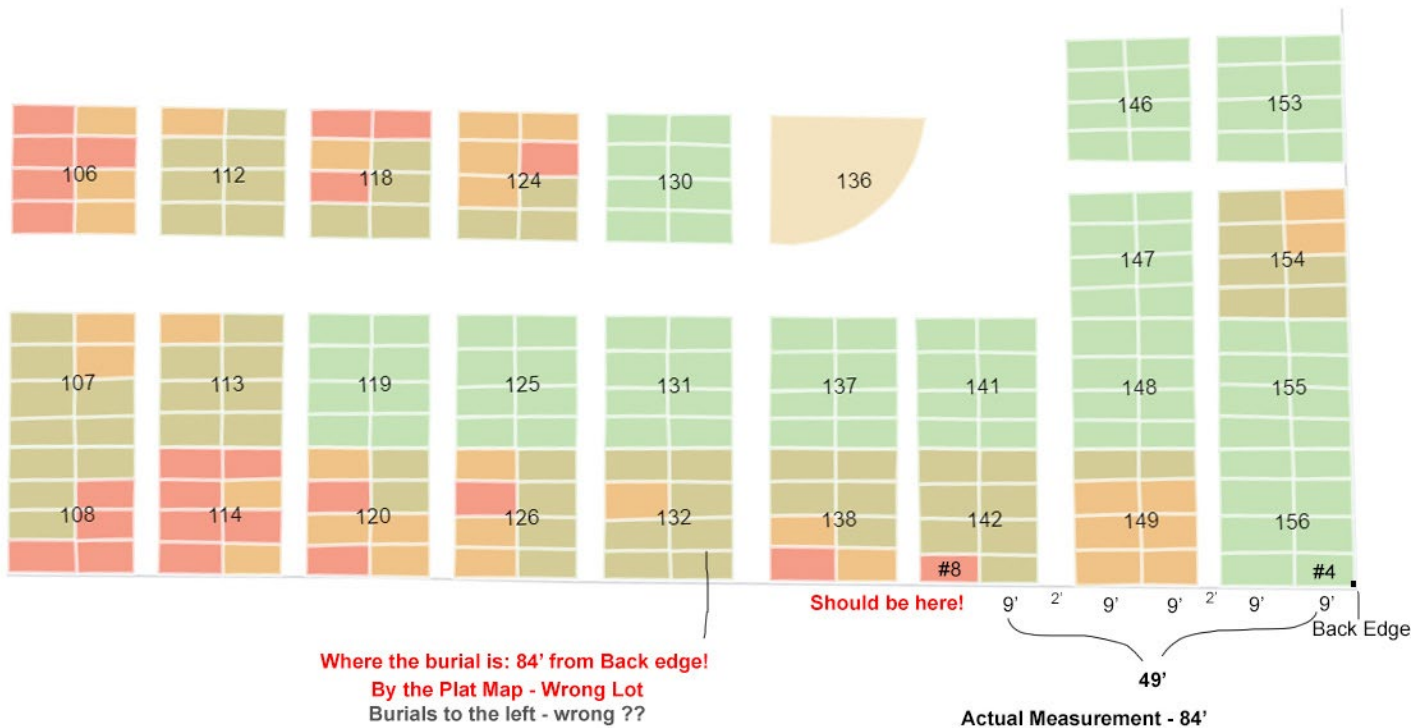
- I Sold 2 graves in Grandview 3B. For a Total of (\$1,950.00)

To Peter & Deborah Swanson.



Lot Pinning System:

I have run into issues in Center Cemetery which I will explain to the Committee. The South Side lots are off by ~25 feet. This obviously causes issues that I am in the process of evaluating, what we have to do to fix it.



Problem:

The back edge of the grave of B 142 #8 burial (Richmond Galusha) is supposed to measure 49' to the back edge of the cemetery, which is Lot #156 grave #4. It is not even close. It is 84'. I believe, what happened was; John Zak 138 grave #8 was buried in the wrong geo location first, because there were no surrounding reference points. Then Richmond Galusha 142 #8 a year later was buried in the wrong lot because the Zak burial was used as a reference point for the Galusha burial. One mistake led to the other. So far, I think this is what happened. However, I have not gotten into the South side that extensively as I am outlining the back part to pin and I had to install cornerstones and plant grass as there is going to be two burials there in early August in 154 graves 1 and 2.

Grandview Update:

I have been working on the raw data for Division 2.

Now that the weather is nice. I will be spending a lot of time at Grandview this summer.

Headstone Cleanings & Repairs:

With the help of the DPW Crew, (Eric, Nick, and Tim) and Volunteers (Ron Jennings and Beth Pelczar, and I were able to Repair and Straighten a significant number of stones so far this summer. They have been neglected for so long – we have much more to do. If you would like to see the before and after photos: The

links can be found here. As time allows in my schedule, I will finish adding additional pictures when I can get to them.

<https://shaftsburyvt.com/site-management-committee.php>

Center: May 1st – 12 Stones (Volunteers – Ron & Beth)

Village: added topsoil to repaired areas of last fall

**Grandview: May 9th: DPW (Nick, Tim, Eric, and I) 28+ Stones Repairs/Straightening's
Cleanings of Repaired Stones: 15+ Stones**

DPW and I also fixed the Benches at Grandview.



QR Code Signs:

I have installed the QR Code signs that I made. They look nice and are getting a few scans daily.



VI. Discussion of Operating vs. Capital Fund Expenditures

This discussion was tabled until the next meeting.

VII. Other Business?

Jen is looking into a future Burial request for a citizen in an inactive cemetery.

Meeting was adjourned at: 10:15 am

Next Meeting will be on: July 10th at 9:00am (**Adjusted Date**)

Respectfully Submitted,

Jennifer Holley

Shaftsbury Cemetery Superintendent