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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

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Cemetery Committee

Date of Meeting: September 4, 2024

Members Present: Chair; Kathy Cardiff, Neal Strong, Betsy Habberfield, and Cemetery Superintendent; Jen Holley

Agenda:

- I. Approval of August 7, 2024 Minutes
- II. Private Cemetery Burials
- III. Volunteer Days
- IV. Rules & Regulations: Suggested Changes?
- V. Superintendent's Report
- VI. Other Business

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- I. Approval of August 7, 2024 Minutes

Betsy motioned to approve the minutes from August 7th, and Neal seconded the motion. It passed with a 3-0 vote.

- II. Private Cemetery Burials

The walkthrough at Little Rhode Island has been postponed until Kathy returns from her vacation.

- III. Volunteer Days

A new Program that I am working on 4th Sunday for Vets, was approved. I will advertise it on the website, and in the upcoming newsletter and we will let local organizations know what we are doing.

IV. Rules & Regulations: Suggested Changes?

The Superintendent went through the Rules & Regulations and highlighted several areas as requested and the committee reviewed them. Discussion of vault requirements and language of specific sentences was talked about. The document will be retyped and possibly reorganized by the Superintendent and discussed at the next meeting.

V. Superintendent's Report

Burials: Since our last meeting: 2

1 in (Morse) Center and 1 in Village (Mattison) Cemetery.

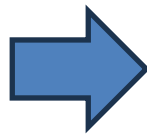
Lot Pinning System:

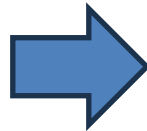
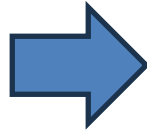
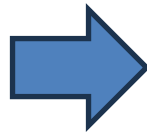
The Lot Pinning was completed on the far end of section B lots: 146, 147, 148, 149, 154, 155, and 156 on Wednesday the 28th. The tree stump was pulled out by DPW on Thursday (8/29).

With this completed, I can now move on to working on the South side and will have an update for the Committee next meeting. I will determine and recommend the best way to fix our space adjustments due to incorrect past measurements.

Headstone Cleanings & Repairs:

I was able to clean 10 headstones this month, here are a few pics.





VI. Other Business

- Winter Visitation – Since our Cemeteries are not plowed in the winter, we will have signs made for the entrances of each. To protect the Town from liability and to notify citizens of the danger of driving in the cemeteries that are not maintained in the winter time.
- The Area of Reflection (idea) at the end of the Loop at Center Cemetery – was Approved by the Committee. We hope to get a local organization to donate time and or benches/bush. The area will provide a parking space and place to turn around. Jen will begin working on this project with DPW and keep the committee up to date.

Action Items:

- Design Signs for Cemetery Winter Visitation
- Work on Area of Reflection
- Retype/Rework Rules & Regulations
- Start Volunteer Days