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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

PO Box 409
61 Buck Hill Road
Shaftsbury, VT
05262-0409
(802) 442-4038

Cemetery Committee

Date: November 6, 2024

Time: 9:00 am

Location: Cole Hall and Zoom

Present: Kathy Cardiff - Chair, Rosemary Lindsey, Betsy Habberfield, Neal Strong, Peggy Wilson

Absent: Jen Holley - Superintendent

Agenda

1. Approval of October 9, 2024, Minutes
2. Private Cemetery Burials Update
3. Changes to Cemetery Rules & Regulations: Review and Vote
4. Superintendent's Report
5. Other Business

1. Approval of October 9, 2024, Minutes

1. The October 9, 2024, minutes were distributed prior to the meeting.
2. There were no corrections or changes noted.
 - o **Motion:** A motion was made to approve the minutes.
 - o **Second:** The motion was seconded.
 - o **Vote:** All in favor, motion carried. 5-0

2. Private Cemetery Burials Update

1. Update on private cemetery burials, specifically regarding the Little Rhode Island Cemetery.
 - o **Action:** A letter was sent to Mr. Benedict and Ms. Humphrey on October 17, 2024, with details on their request for cremation burials in the cemetery.
 - o The committee approved the request, subject to certain location and monument restrictions.
 - o **Note:** The letter sent was put on file and will be kept by the Cemetery Superintendent.

3. Changes to Cemetery Rules & Regulations: Review and Vote

1. Discussion on changes to cemetery rules and regulations.
 - Specific wording corrections were reviewed, including bolding certain phrases for emphasis.
 - Adjustments on headstone, lighting, and maintenance rules were discussed.
 - **Motion:** A motion was made to approve the regulations with corrections.
 - **Second:** The motion was seconded.
 - **Vote:** All in favor, motion carried.
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4. Superintendent's Report

1. **Cemetery Updates:** Long-standing maintenance issues have been addressed at the back of Maple Hill Cemetery.
 - **Winter Visitation Signs:** All signs have been installed at the Cemeteries.
 - **Headstone Repair List:** Superintendent, Jen Holley is compiling a list of major headstones needing repair that are too large for her and DPW to fix.
 - **Reflection Area at Shaftsbury Center Cemetery:** Parking area and gravel installation updates provided.
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6. Other Business

1. **Capital Fund Balance:** Discussion on budget considerations and the use of the Shaftsbury Cemetery Capital Fund.
 2. Discussion on perpetual care policies and potential updates.
1. **Adjournment:**
 - **Motion:** A motion to adjourn was made and seconded.
 - **Vote:** All in favor, motion carried.
 - **Adjourned at:** 9:46 am.