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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 of Meeting: Wednesday, September 3, 2025, at 9:00am, in person at Cole Hall, remotely via Zoom and to include a walking tour of The Village Cemetery.

1. Call to Order

The meeting was called to order by Cemetery Committee Chair Kathy Cardiff at 9am. Present: Town Administrator Paula Iken and Cemetery Committee Members Abbie Dansereau, Betsy Habberfield, Rosemary Lindsey, Peggy Wilson.

2. Review of the August 6th minutes

Kathy commended Abbie for her fine work. Abbie's name was added to those present on August 6th.

Cemetery Committee Minutes will be taken on a rotating basis and signed by the person who compiles them.

Motion:

"To approve minutes as amended"

Moved: Rosemary Lindsey

Seconded: Peggy Wilson

Vote: All in favor – motions passed 5-0

3. Superintendent's Report

Presentation and discussion of *The Superintendent's Report*:

Kathy Cardiff clarified the Divisions of Grandview Cemetery. Division 1 is oldest, followed by Divisions 2-3-4.

Also at Grandview Cemetery, Paula Iken described the discovery of two gravestones uncovered during work on the shed.

Paula Iken is working on budget lines and codes critical to the upkeep of Shaftsbury Cemeteries. These include, but may not be limited to, the "Grandview Fund" and the "Hook Memorial Fund for World War II Veterans."

U. S. Flags for individual gravesites are stored in Cole Hall. The Superintendent monitors the replacement worn flags at Cemeteries with flagpoles.

4. Preview of Cemetery Responsibilities and Superintendent's Job Description

Kathy Cardiff distributed file copies of the following documents; *Town of Shaftsbury Cemetery Committee Operating Procedures 2021*; *Town of Shaftsbury Cemetery Committee Administration 2021*; *Town of Shaftsbury Cemetery Committee Responsibilities March 2010*; and *Superintendent of Cemeteries*.

Due to the importance of updating these documents, a Special Committee Meeting on September 19th at 9:00am will be held.

5. Other Business

Kathy Cardiff introduced a discussion about fencing replacement at The Village Cemetery.

Key issues:

- The fencing of Route 7a is in poor condition. Lead testing needs to be done to determine if it is a risk to the Community. Also, if abatement or removal is required or not.
- The Village Cemetery is a visual gateway to Shaftsbury.
- There is no fencing on Cleveland Avenue.
- Additional estimates and options from fencing companies are necessary.
- Cost. Paula Iken identified fencing replacement as a possible capital expenditure.

The Cemetery Committee left Cole Hall at 9:42 to take the tour of the Village Cemetery.

6. Tour of Village Cemetery

Superintendent Jen Holley joined the Committee during the tour.

In addition to the 'Key issues' listed above, the group identified areas where vines are damaging existing fences.

Jen Holley shared possible locations for an entryway to the 'new' Shaftsbury Town Hall.

7. Meeting resumed at Cole Hall at 10:34

Kathy Cardiff noted upcoming meetings of the Cemetery Committee to be held in 2025: a Special Cemetery Committee Meeting on September 19th, October 1st, and November 5th.

Motion:

"To adjourn the meeting"

Moved: Rosemary Lindsey

Seconded: Betsy Habberfield

Vote: All in favor – motions passed 5-0

Minutes respectfully submitted by Betsy Habberfield, September 4, 2025



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Municipal Offices

cemetery@shaftsburyvt.gov
802-442-4038 - ext: 106

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Cemetery Department

Superintendent's Report - September, 2025

Burials:

There have been 3 burials since the August meeting.

Lot Sales:

I sold 1 grave since the August meeting. The sale was in Maple Hill.

Grandview Updates:

I worked with DPW again August 18th-August 22nd. During this time we were able to finish up straightening the headstones in the last row of DIV II that we did not get to last time we worked together. Lots 1-8, these are the lots on the edge by Grandview street. DIV II looks wonderful.

Also, we began work on DIV I, I would estimate it is half completed with straightening. The completion of this Cemetery: DIV I, and III, Waite, and Maple Hill will have to be completed by your new Superintendent and DPW. I hope they can continue a good working relationship together. This saves the town a great deal of money and it is preserving our history.

The shed roof that you wanted replaced in Grandview was also completed during my time with DPW. They did an excellent job. Paula reminded me that we have a Grandview fund, and that is where the money came from for the repairs. We also removed all of the overgrown bushes, unburied 2 headstones that were in the bushes and put them where they belonged. We also uncovered 2 stones that were buried on purpose for some unknown reason underneath the step of the shed. This was no accident, I have no understanding of why someone would do this. I placed the stones inside of the shed. One has a name on it, and one does not. As with most of Grandview, you will have to research and/or educated guess to find out who it is and where they go. Good Luck, I hope you can do so.

