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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, October 1, 2025, 9:00am, live at Cole Hall and remotely, via Zoom.

1. Call to Order

The meeting was called to order by Cemetery Committee Chairperson Kathy Cardiff at 9:01am. Cemetery Committee members present: Kathy Cardiff, Chair, Rosemary Lindsey, Betsy Habberfield, Abbie Dansereau, Peg Wilson **and** Paula Iken, Town Administrator

2. Review of September 3, 2025 minutes

No discussion or proposed corrections to the minutes.

Motion:

"To approve the minutes."

Moved: Rosemary Lindsey

Second: Peg Wilson

Vote: All in favor, motion passed 5-0

3. Cemetery Superintendent's Report

Presentation and discussion of the Superintendent's Report

The committee was given copies of the report at the meeting and reviewed the report with no further comments or actions.

4. Final approval of the draft Cemetery Superintendent Roles and Responsibilities

Kathy Cardiff took suggestions from the committee. She stated that the document is not in its final format as it is a working document. Kathy stated that the first part (paragraph) matches with both this document and the Cemetery Committee Roles and responsibilities.

Motion: "to approve the working document/draft entitled, (Cemetery Superintendent Roles and Responsibilities)"

Moved: Rosemary Lindsey

Second: Abbie Dansereau

Vote: All in favor, motion passed 5/0

5. Final approval of the draft Cemetery Committee Roles and Responsibilities

Kathy explained a few minor changes to language such as: "meetings of the committee will be held on a regular basis, April through November. If there is a need for other meetings, they will be held on an as needed basis.

Other changes included: #3 is new, #4 Kathy commented matches with the rules and regulations, #6 clarified "public programs" to include possible involvement with the Shaftsbury Historical Society and other programs seeking to request involvement of the Shaftsbury Cemetery Committee. #12 is usually done by the Cemetery Superintendent, as that person is aware of the specific operations and needs of our cemeteries.

Motion: "to approve the working document/draft entitled, (Cemetery Committee Roles and Responsibilities)"

Moved: Betsy Habberfield

Second: Rosemary Lindsey

Vote: All in favor, motion passed 5/0

6. Fencing

Kathy informed the committee of two companies contacted for estimates regarding fencing options for Shaftsbury Village Cemetery. These options included: commercial grade, 3-rail (top, above picket and bottom) black aluminum, approximately 4 ½ ft. tall, flush-bottom with pickets just below the top rail.

These companies being:

AFSCO FENCE SUPPLY CO., INC. and LEGACY FENCE LLC. The following information was presented:

AFSCO- quote: Cleveland Ave: 470 feet @ \$29,300.00 and
Main St./7A: 227 feet @17,400.00
Total: \$46,700.00

LEGACY- quote: Cleveland Ave: 480 feet @ \$23,112.00 and
Main St./7A: 235 feet @12,240.00
Total: \$35,552.00

Committee recommended offering the contract to LEGACY FENCE, LLC as the price is approximately \$11,000.00 less than AFSCO FENCE SUPPLY CO., INC.

At the present time, Paula and Jen Holley are awaiting test results from lead paint testing done earlier this month.

Concerns: -Dig Safe needs to be contacted before any work begins

- One street sign will need to be moved
- The fence sections need to be connected at the corner
- The old fencing needs to be removed (options of where the old sections will go?)
- DPW needs to be consulted for removal and possibly re-use of good sections

The cemetery committee presently has approximately \$56,000.00 in capital funds so there is adequate money for the new fencing. Paula Iken made the statement that “this expenditure will be a direct investment in the aesthetic nature of our town.” The committee agreed.

Kathy Cardiff called for a motion regarding the fencing around Village Cemetery.

First Motion: “to approve the procurement of and installation of black aluminum, commercial-grade, three-rail, flush-bottom, pickets-on-top fencing from LEGACY FENCE, LLC of Cambridge, NY for the Cleveland Avenue section for \$23,112.00.”

Moved: Abbie Dansereau

Second: Betsy Habberfield

Vote: All in favor motion passed 5/0.

Second Motion: "to approve the procurement of and installation of black aluminum, commercial-grade, three-rail, flush-bottom, pickets-on-top fencing from LEGACY FENCE, LLC of Cambridge, NY for the Main Street/Rt. 7A section for \$12,240.00."

Moved: Abbie Dansereau

Second: Betsy Habberfield

Vote: All in favor, motion passed 5/0.

7. Other Business:

-Jen Holley sent an email to Kathy Cardiff regarding the flags for placement in the cemeteries. We do not need to order as there is still one box full in the closet.

-Abbie Dansereau inquired about Cemify and mapping for private cemeteries.

-Paula brought up that there are possible opportunities for cemeteries in The League of Cities and Towns; Betsy offered to review.

The committee agreed to hold our next meeting on October 29 instead of November 5.

8. Motion:" to adjourn the meeting"

Moved: Rosemary Lindsey

Second: Peg Wilson

Vote: All in favor, motion passed 5/0.

Minutes respectfully submitted by Peg Wilson, October 8, 2025



Town of Shaftsbury

Municipal Offices

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

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Cemetery Department

Superintendent's Report - October, 2025

Burials:

There was 1 burial since the September meeting.

Lot Sales:

I sold 1 grave since the September meeting. The sale was in Maple Hill in the back section by the stone wall.

Revolutionary Marker Tour Update

I have been receiving positive feedback from people taking the tour. This has been really nice.

I have updated the Revolutionary Soldier Tour markers in Center Cemetery. I noticed that a few of the slate markers are now missing and need to be replaced. In addition, I learned that the Historical Society has identified a few other soldiers who were not included in the original list provided to me, and they would like these names added. To accommodate this, I will need to re-number the tour markers and remake the map.

After giving this some thought, I developed a way to prevent the slate markers from becoming damaged by weed trimmers, mowing, or weather. My husband made small pieces of galvanized sheet metal, which I attached to the upper right-hand corner of each headstone. I then affixed small magnets to the back of each numbered slate piece. This worked great.

I will replace the missing markers for Bowen and Olin. I just ordered new ones, as I used all I had. Once I receive the war record of Prosper Wheeler and any others the Historical Society provides, I can add them to the tour and update the map for Center. From there, I can simply walk the cemetery and re-number the tour by moving the slate markers, which are easily adjusted thanks to the new magnetic backings. This will also make it easy to take them down for the winter months.

Revolutionary Tour – Cemify Improvements

I wanted to add the Revolutionary Web Tour to the Cemify burial pages of all of the soldiers in the tour. (Fig 1.) The only way the Cemify software was capable of doing this was to add a link. So I did this to each soldier. There are currently 45 of them. Then I tested them and it was great. I was happy and about to show the links to Carol Dziubek and the Committee. However, I quickly noticed that "all other burials not Revolutionary Soldiers" in Center Cemetery now had a broken link (Fig. 2) in the same location on their Cemify burial record that the public sees - this was not acceptable to me. So, I took out every link. I did some testing, and had a conversation with the owner of Cemify. He said he is aware of the issue and had been working on it. He is working on it as a future improvement and wants to fix that issue but does not have a resolution to the error in the system currently. No date when a fix will be available. I told him, I can work something out on my end, and I would be in touch. I said, I can fix this Jason. He is so great to work with.

Since, "a link would be viewable for all burials" I can control the link, and I can send it anywhere I desire. It is just data. Thinking ahead; there will be more tours added, the 1888 quilt tour, more soldiers, more types of tours, etc.. I can control where we send each id per url, per id per cemetery. So that is what I did. I exported each cemetery raw data as it was from Cemify, stripped out all data but the id, and link column. I coded the data per id and coded the id to the url where I wanted each burial record to go, separating the 45 soldiers to a different url.

I created 2 new web pages and some graphics for this project to make things work on our end.

1) The Revolutionary Web Tour soldiers are directed here: <https://shaftsburyvt.gov/rev-tour-choice.php>. On this page they can choose to take the web tour and/or print out a map of the tour. There is also a link to the page below about burials and Shaftsbury stone carvers.

2) All other Cemify burials web link is directed here: <https://shaftsburyvt.gov/departments/burials-in-vermont.php> On this page is an article I wrote about stone carvers (Collins) and some history of burials in Shaftsbury. It also gives links to The Revolutionary Web Tour and we can add future tours here too. All other Cemify site links are here also.

I prepared each data.csv file with the proper url codes for each burial in our cemeteries and sent it to Cemify for a mass import with just the id and url link to minimize the chance of data corruption on import. 0 errors reported on import. The owner was pleased with my solution, and he said he will share it with other clients who would like to achieve the same results to remove the broken link. He will still work on a solution to hide, unwanted links in the future. However, this is a smooth fix for a bug he cannot seem to fix right now.

When Carol Dziubek provides me with the "few missing pieces of information I requested" the 1888 Quilt Tour <https://shaftsburyvt.gov/1888quilt> is ready to go and will be added to this page: <https://shaftsburyvt.gov/rev-tour-choice.php> as a Tour Choice - And "all burials" "Quilt Signers" Cemify Burial Record Link: will be updated and it will point to: <https://shaftsburyvt.gov/1888quilt>

Fig. 1

Center Cemetery

CAPT ISAAC ANDRUS

The burial record to the left is how each Revolutionary soldier will appear. Having a link to a document about them and a link to the web tour.

Burial

CAPT ISAAC ANDRUS
Section C / Lot 4 / Plot 36
42.98365, -73.20645

Basic Information

Date of Birth: 1730
Date of Death: 1824

Burial Information

Burial Date: 1824

Other Information

Is Veteran: ✓ Yes

Related

Tours/Videos/Information: [Revolutionary Web Tour](#)

Documents

rev-war-soldier-isaac-andrus.pdf

Fig. 3

Center Cemetery

SUSANNA DYER

Now all other burials in our cemify sites point to a page that people can read if they want to about the history of burials in shaftsbury, etc.

Burial

SUSANNA DYER
Section C / Lot 10 / Plot 60
42.98267, -73.20602

Basic Information

Date of Birth: 1761
Date of Death: 1820

Burial Information

Burial Date: 1820

Other Information

Is Veteran: No

Related

Tours/Videos/Information: [View](#)

Fig. 2

Grandview Cemetery

ALLEN COONZ

Making the Revolutionary tour link made a dead link as you see below.

This was true for all other burials :(

I came up with a fix.

Burial

ALLEN COONZ
Section 2 / Lot 3 / Plot 4
42.93653, -73.24240

Basic Information

Date of Birth: 1883
Date of Death: 1957

Burial Information

Burial Date: 1957

Other Information

Is Veteran: No

Related

Tours/Videos/Information: [Revolutionary Web Tour](#)

Fig. 4

Here is the "default" page that the Tours/Videos/Information link goes to. Notice on this page there is also a link to the Revolutionary Cemetery Tour. The same is true of the tour choice page:

<https://shaftsburyvt.gov/rev-tour-choice.php>

They can choose to see this page. This way users have the option to see everything and we have the option to always add more tours and information to those pages at anytime.

VERMONT STATE CEMETERY

Explore Discover Recreation Farm to Table

Home Government Departments Boards & Committees Information

Walking Tours

[Revolutionary War Cemetery Tour](#)

Burials in Vermont: A Story Written in Stone

Vermont's cemeteries are more than quiet resting places - they're a story about the people who lived here and the times they lived in.

Early Burials

In the 1700s, the first settlers often buried their loved ones in small meetinghouses or crossroads. Stones were usually made of slate or with stern images like winged skulls that reminded visitors of life's brevity. Those grim faces softened into angels and willows, showing a shift in the way people viewed death.