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# Town of Shaftsbury

Municipal Offices at Cole Hall

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## Meeting Minutes

# Special Cemetery Committee Meeting

Wednesday, April 8, 2026, at 9am, In person at Cole Hall, remotely via Zoom.

### 1. Call to Order

Meeting called to order by Cemetery Committee Chair Kathy Cardiff at 9:04am. Committee members present were: Betsy Habberfield, Rosemary Lindsey, Peggy Wilson, Abbie LaBatt-Dansereau

### 2. Review of October 29, 2025, minutes:

Motion to approve the minutes by Kathy Cardiff.  
Moved: Rosemary Lindsey  
Second: Peggy Wilson  
Vote: All in favor, motion passed 5-0

### 3. Superintendent's Report:

There was no Superintendent's Report

### 4. Village Fence Update:

Town Manager Paula Iken gave update on lead testing for Village Cemetery fencing. Lead testing came back and amount of lead was extremely low, old fencing is safe.

Kathy Cardiff received updated pricing from Legacy Fence, LLC of Cambridge, NY since work was not started in Fall 2025. The price is \$38,461 for both the Cleveland Ave & Main Street fencing replacement.

Kathy Cardiff asked for a motion to approve \$38,461 for Legacy Fence, LLC of Cambridge, NY to replace Cleveland Ave & Main St fencing of Village Cemetery.

Moved: Betsy Habberfield  
Second: Peggy Wilson

Vote: All in favor, motion passed 5-0

#### **5. Superintendent's Job Description Update**

Paula Iken reviewed the documents, and they have not been finalized yet.

#### **6. Cemetery Committee Roles and Responsibilities Update**

Paula Iken reviewed the documents, and they have not been finalized yet.

#### **7. Roof repair of green building at Grandview Cemetery**

Kathy Cardiff asked a question regarding the repairs to roof of green building at Grandview. Kathy asked whether the money comes out of capital fund or DPW. Paula wasn't sure and will find out from Jen Holley.

#### **8. Committee Member renewal**

Kathy Cardiff asked Paula Iken when do members have to update whether they would like to continue on the committee since we were just asked last June formally. Paula Iken said that annually after the elections and when the new boards are formed. Kathy Cardiff suggested that at the next meeting, members should decide whether they would like to continue.

#### **9. Volunteer Ethics Training & Waivers**

Paula Iken passed along word from Jen Holley that volunteers for the Town of Shaftsbury are required to take a Vermont Ethics training course online and sign waivers for the Town of Shaftsbury regarding intellectual property when volunteering.

#### **10. Kathy Cardiff Statement**

Kathy Cardiff read a statement and tendered a letter of resignation effective immediately.

#### **11. Motion to adjourn**

Moved: Rosemary Lindsey

Second: Betsy Habberfield

Vote: All in favor, motion to adjourn passed 5-0

Minutes respectfully submitted by Abbie LaBatt-Dansereau, April 13, 2026