



www.shaftsburyvt.gov

Town of Shaftsbury

Municipal Offices

Meeting Minutes

PO Box 409
677 Vermont RTE 7A
Shaftsbury, VT
05262-0409
(802) 442-4038

Cemetery Committee Cemetery Committee Meeting

Wednesday, September 2, 2026, at 9am, In person at Cole Hall, remotely via Zoom.

1. Call to Order

Meeting called to order by Cemetery Committee Chair Abbie Dansereau at 9:00am.
Committee members present were: Rosemary Lindsey, Peggy Wilson, Abbie LaBatt-Dansereau, Kevin Kees and Linda O'Brien.

2. Conflict of Interest Statement

None

3. Review of August 5, 2026 minutes:

Motion to approve the minutes by Rosemary Lindsey .
Second: Kevin Kees
Vote: All in favor, motion passed 5-0

4. Announcements

Matteson Memorial Benches:

The Matteson family had a reunion and cleaned many family headstones in town. They want to donate a couple of benches in honor of the Matteson family for our cemeteries.

Motion was made by Kevin Kees to approve the installation of one bench at Grandview Cemetery and one at Maple Hill Cemetery, at no cost to the town. All costs will be covered by the Matteson Family Trust.

Second: Peggy Wilson

Vote: All in favor, motion passed 5-0

Waite Cemetery Flag Pole

The Waite Cemetery telescoping flagpole is not working and needs to be replaced. We also need solar lights for the flag at night. Jen Holley will get estimates on the price of the flagpole and the lights.

5.Public Comments

None

6. Superintendent's Report:

See the attached Superintendent's Report. We discussed the installation of the new pipes for the Veteran flags.

Motion to install the pipes on the left side of the headstones was made by Peggy Wilson

Second: Kevin Kees

Vote: All in favor, motion passed 5-0

7.Other Business

Cemetery inspections on September 8th at 10:30.

8.Action Items

Determine the oldest burial at Center Cemetery without an appropriate headstone, so we can replace it.

11. Motion to adjourn

Moved: Linda O'Brien

Second: Rosemary Lindsey

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

Minutes respectfully submitted by Linda O'Brien, September 3, 2026

Next meeting: October 7, 2026



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Cemetery Department

Superintendent's Report - September 2, 2026

Burials: 0

Lot Sales: 0

Action Items from August:

I checked with the Town Administrator, and I was correct in that there is no need to look at the contract or charge the fencing company for the topsoil as the town made their own this year and the repair did not cost us money to fix, just labor cost. Since the DPW helps me in the cemeteries when I need it because the cemetery department does not have the budget to outsource this type of work we do not bill cross-department for it.

Veterans Grave Flag Holder Pilot Project

Recommended Pilot Design

Finished holder

Use:

Each holder:

- **10 inches long**
- **Approximately 7 inches below grade**
- **Approximately 3 inch above finished grade**

- Bottom left **OPEN**
- drainage holes near the bottom
- Installed vertically beside the veteran's monument

This provides a permanent, easily visible location for the flag while keeping the pipe low enough that it should not interfere significantly with cemetery maintenance.

Drilling Jig

With my husbands help, we designed a fixture to make drilling all of the holes on the pipe much easier.

Preparing Each Grave Location

Before digging, verify the location carefully.

The pipe should normally be placed:

Standard Placement Rules

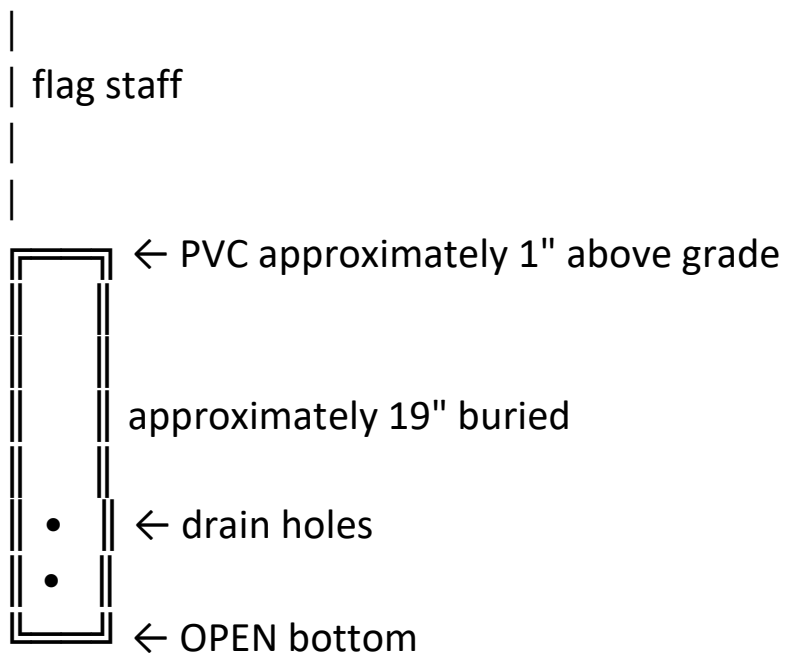
Centered and in front: Many national and local cemeteries, including guidelines from the Department of Veterans Affairs, ask volunteers to place the flag about one foot out and centered directly in front of the headstone.

Left side placement: Some military cemeteries and organizations follow the traditional rule of placing the flag approximately 12 inches away on the left side of the headstone (as you face the front of the stone).

Flat markers: For flat markers or ground plaques, the flag is usually placed just centered at the top edge or directly behind the plaque.

We should decide which one to use – Centered or Left side placement?

Testing with a flag



Slope the surface soil **slightly away from the PVC**.

Do not leave a depression around it.

A depression acts like a funnel and sends rainwater directly into the holder.

Part 13 — Install the Flag

Insert the cemetery's standard veteran flag.

Check:

- Staff slides freely.
- Flag stands reasonably vertical.

- Flag clears the monument.
 - Flag does not rest against lettering.
 - Flag does not interfere with adjacent graves.
 - Holder is easy to see during mowing.
 - Flag can be removed without pulling the pipe from the ground.
-

Shopping List — Holder Pilot

Since we are not using PVC and are going to use the cheaper PEX – we will need to use a spray paint (white) water based UV protectant on the PEX after installation or they will only last a year. Without UV protection they will become brittle and breakdown very quickly, much quicker than pvc.

A few of This month's headstone cleanings on 4th Sunday

Only one volunteer showed up 😞





An Afternoon with Descendants of Henry Matteson

On August 14th, I had the pleasure of giving Chuck and Connie a headstone-cleaning demonstration ahead of the Matteson family reunion in Bennington this weekend in Maple Hill cemetery. They are Matteson descendants.

Together, we chose the headstone of Jonathan Matteson, and I walked them through the proper cleaning process from beginning to end. Chuck and Connie were absolutely wonderful, and we had such a great time working together. The photos below show Jonathan's headstone before and after the cleaning, along with a photo of Connie and Chuck.

Tomorrow, they will share what they learned with other family members and hold their own family headstone-cleaning afternoon in Grandview and Maple Hill cemeteries. What a meaningful way to spend time together - honoring their ancestors, preserving their family history, and caring for the stones that tell their family's story.

It truly was a very special afternoon, and I'm so glad I had the opportunity to be part of it!

BEFORE



AFTER



Matteson Bench Request

The Matteson Congress (Descendants of Henry Matteson) would like to donate two benches to our cemeteries (Maple Hill and Grandview) to honor their ancestor; Henry Matteson, an Immigrant of RI. He is buried in Maple Hill cemetery and many of the Matteson's are buried there and several in Grandview cemetery.

Our rules indicate that benches must be part of a memorial – in discussing this with the family they concur and on the benches they would like to have engraved: In memory of Descendants of Henry Matteson of RI, Immigrant (*Please see sketch and pictures of benches they would like to order*).

I have located a space in each cemetery where the benches could go that would not be on a grave or impede any graves that would be a nice addition to the cemeteries and be a wonderful addition to them, if the committee would like to approve this donation for the Matteson's and the community.

Waite Flag Pole

The main Flag Pole in Waite needs to be replaced. It is no longer functioning and can not be lowered. Tim confirmed this and was able to replace the flag for me but we do need a new one. The committee needs to approve the purchase of a new one.

Center Rule Box

We have a bad driver in town – Someone knocked down and broke the rule post in Center. Tim will help me repair it today. It is savable.





Thea Monument Company

213 West Main Street, P.O. Box 957, Bennington, Vermont 05201

Phone: (802)442-4329 Fax: 1-404-282-8675

Memorials, Markers, Stone Dating, Headstone Cleaning, and Complete Cemetery Services

Monument Contract

Date: 8/24/26 In Agreement With: Connie Farrington

Mailing Address: 1780 Ridge Road

City: Queensbury State: NY Zip Code 12804

Telephone: (518)-792-5569 Email: ConnieFarrington@outlook.com

Subject to the Rules and Regulations of said cemetery, material, design, and dimensions, finish and lettering of the memorial are to be substantially as follows:

Material: Imperial gray granite

Style: Curved leg, curved seat bench 4ft long. 2 identical benches.

Design No.: See Attached

Inscription:

Cemetery: One, Maple Hill (East Road) one, in Grandview Cemetery

Location: Cemetery to decide

In default of any payment hereunder I license you to repossess and remove the said memorial without guilt of trespass or other wrong, and authorize and empower you, in my name and on my behalf, to apply to the management of said cemetery or other premises for a permit for its removal and to take any other steps you may deem necessary or expedient and further agree to save you harmless from and under any entry, repossession and removal: you may then retain said memorial or dispose of it at your own discretion without being answerable to me for it or for any proceeds there from.

X Date of Acceptance _____

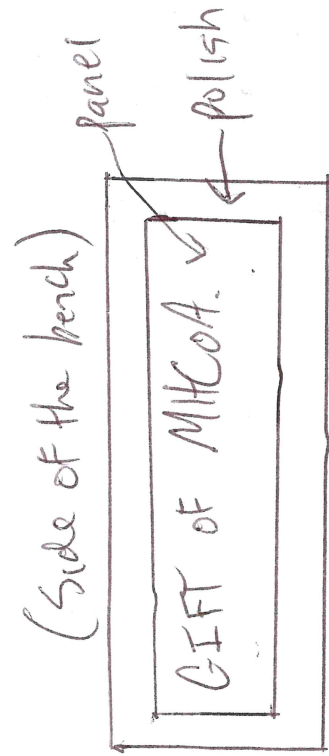
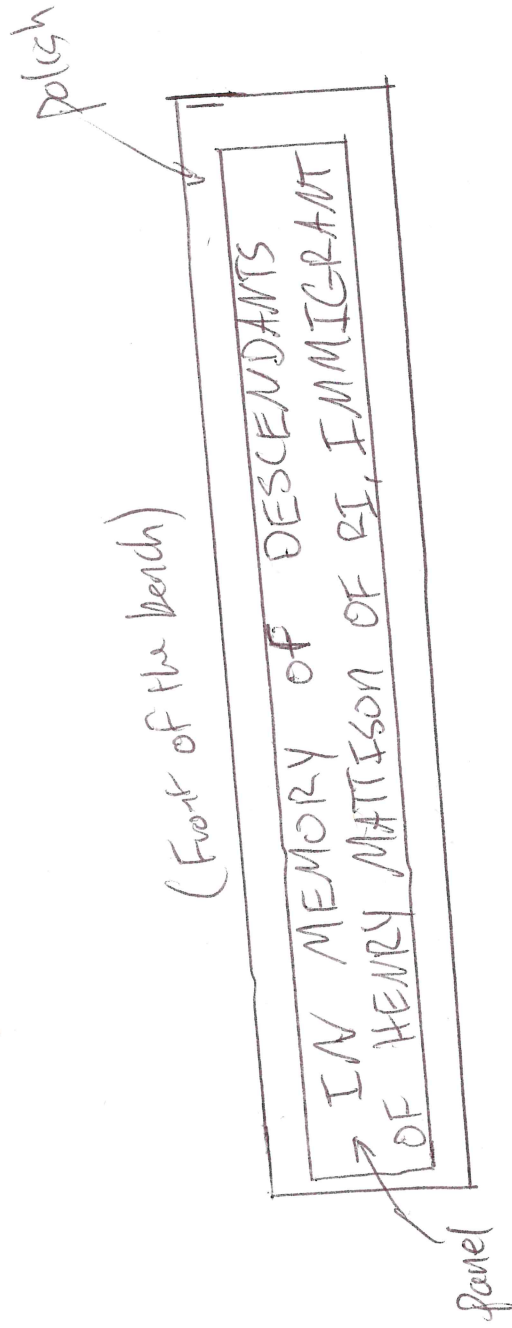
X Signature _____

Memorial Cost	\$ 6,440.00
Tax 6% *	\$ 386.40
Other Costs	\$ 900.00
Total Price	\$ 7,726.40
Amount Paid-Min 50%	
Balance*	

NORMAL PRODUCTION TIME IS 8-12 WEEKS

12% service charge imposed on accounts over 30 days. Contract not subject to cancellation after acceptance.

*Balance due in full upon completion. 7% Tax in Manchester, Wilmington and Dover





Letter style in the panel