

Stowe Cemetery Commission Meeting

Tuesday, August 15, 2023- Hybrid/Zoom Meeting

AGENDA

A meeting of the Stowe Cemetery Commission will be held Tuesday, August 15, 2023, starting at 8:30am via a hybrid/Zoom Meeting, the link will be posted on the Town of Stowe website at www.townofstowevt.org. The following agenda items will be addressed:

- | | |
|---------|--|
| 8:30 am | Minutes, Work Orders, & Correspondence
~ Minutes from July 18, 2023
~ April L Stibbins-Dorman
Treasurer's Report
Superintendent's Report
Remembrance Program Report
New Business:
~ Discussion Cemetery Fees for multiple cremains
in the Memorial Garden. |
| 9:45 am | Meeting adjourns. |

**Times are approximate. Any old or new business which may come before the Commission.

Donna Adams, Chair

Topic: Stowe Cemetery Commission

Time: Aug 15 2023, 08:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88296115656>

Meeting ID: 882 9611 5656

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 882 9611 5656

Work Order Permits Enclosed:

~ April L Stibbins-Dorman

Stowe Cemetery Commission Meeting

July 18, 2023

Approved: _____

A meeting of the Stowe Cemetery Commission was held on Tuesday, July 18, 2023, via Zoom Hybrid starting at 8:31 A.M. Members present Donna Adams, Claire "Skeeter" Austin, Karin Gottlieb, Gail Kaiser, Nancy LaVanway, Judy Smith; Mike Lemaire was absent. Chris Curtis was in attendance to discuss two work orders.

Minutes:

Reviewed the minutes from June 20, 2023. After proper edits were made, Gail made the motion to accept the meeting minutes; seconded by Nancy. No discussion. All in favor.

Treasurer's Report:

Skeeter reported that it is the end of the fiscal year. The income for the year was \$11,550.00 and \$8,500.00 of that went to Parks and Grounds, leaving us with a balance of approximately \$3,000.00. The West Branch sign will be installed at the end of September. The stone restoration amount will go down next year. A motion was made by Judy and seconded by Nancy to accept the Treasurer's Report. No discussion. All in favor.

Work Orders:

Herbert O'Brien: Riverbank Section 24 Lot 33. Chris Curtis will install the memorial. Judy made the motion and seconded by Nancy to approve. No discussion. All in favor.

Stuart Baraw, Sr.: Riverbank Section 22 Row D Lot 9. Work Order was approved with condition of flush marker placement. Motion was made made by Nancy; seconded by Gail . No discussion. All in favor.

Bohler Memorial: Riverbank. The memorial and corner posts were delivered and installed without any proper paperwork. The motion was made by Nancy and seconded by Skeeter for Donna to approve the work order upon completion of paperwork. No discussion. All in favor.

Superintendent's Report:

David Danforth was not in attendance but he reported to Donna that he bought equipment that will help with placement of memorials. He has installed 15 sets of corner posts and 7 flush markers.

John Clegg contacted him about being included again for future work.

There has been a problem with Jeff Pignona delivering corner posts to the cemetery instead of to the Parks and Grounds office. The Commission approved a draft letter that Donna wrote reminding Jeff that he is not allowed, by contract, to sell corner posts directly to the clients.

Remembrance Program:

The Old Sterling Cemetery sign is in progress. The Old Ivory Luce and Old Mansfield Cemetery signs will be ordered and installed. Two projects that need work and will require more research are the

Memorial Garden and the fence at West Branch Cemetery. The next Remembrance meeting will be August 4th.

Extra Discussions:

- * We received an estimate from Heritage for more stones marked for cleaning at West Branch in the amount of \$15,000.00. As required, Donna will get one more estimate.
- * Donna met with Charles and Penny to discuss the Commission's frustration with the extra work that is required by the Commission. Charles stated that there wasn't enough money in the budget for a secretarial position for this year. Donna is going to continue to try to get a meeting with the Select Board for further discussion.
- * There was a discussion of the Trust money being used for beautification. Further discussion is needed about the types of beautification projects that would be appropriate.
- * The brochures will now be printed by the Town Clerk's Office.

Meeting adjourned at 10:16 A.M.

The next meeting will be held on Aug. 15, 2023 at 8:30 A.M.

Respectfully submitted by Judy Smith and Nancy LaVanway

STOWE CEMETERY COMMISSION
P.O. BOX 730, STOWE, VT 05672

Phone (802) 253-6133

Email: townclerk@stowevt.gov

Fax (802)253-6137

WORK ORDER PERMIT

Original Deed Holder's Name/Burial Rights Holder's (please print)

Maevine Barrows

Cemetery Name WEST BRANCH Section 5 Lot No. 5A

Commission approved Corner Markers are required for all lots or groups of lots prior to the placement of any memorials. If needed, they are to be ordered through the Town, and will be set in place by the Town at the direction of the Superintendent of Cemeteries.

Corner Markers are in place _____ Corner Markers are needed _____

REQUEST TO INSTALL

FOUNDATION ~ Foundations can be installed only by a contractor with a valid foundation contract with the Town of Stowe. If the installer is other than the undersigned dealer, a separate work order/permit is required for the foundation.

MEMORIAL ~ A to-scale sketch or blueprint is required. It must have dimensions and show the front and back views if different or inscribed. Include any inscriptions or designs, the memorial material, color and finish. Please indicate the exact location on the lot or group of lots.

MARKERS (grass level) ~ A to-scale Sketch or blueprint is required with the same information required as described above for a memorial.

INSCRIPTIONS ~ Sketch and information attached. (Requests for date and name can be approved by the Town Clerk and/or staff during regular business hours)

CLEANING ~ Please state the composition of the memorial to be cleaned, and the method and agents to be used to clean.

GUARANTEES for Memorials and/Markers & Foundations

The undersigned memorial purchaser/Burial Rights Holder has received a copy of the memorial guarantee from the Memorial Dealer for quality of material and manufacture.

The undersigned Burial Rights Holder/foundation purchaser has received a copy of foundation contractor's guarantee of workmanship. *Please Note: All foundation contractors must have a valid Certificate of Insurance to work in Stowe Cemeteries.

ADDITIONAL REQUESTS Explain request (unveilings, etc.) and attach to Work Order Permit. Such requests must be approved and scheduled.

Work Order Permit Application must be received by the 1st of the month prior to the Commission meeting. All outside workers must have a Certificate of Insurance on file with the Town. I request that the work order submitted be approved. I have read the Rules and Regulations of Stowe Cemeteries, dated September 2018, and I agree to abide by them.

Memorial Dealer signature *Ronald Dorman* Date 7/28/23
Memorial Dealer (print name) RONALD DORMAN Phone 619-855-1255
Mailing address 3433 TENNYSON ST. SAN DIEGO, CA 92106

BURIAL RIGHTS HOLDER/MEMORIAL PURCHASER AUTHORIZATION

I have read the foregoing order and agreement. You are hereby authorized to schedule said Memorial Dealer / Foundation Contractor, to execute the above work in accordance with this form and attached information. I understand that any work is subject to the Rules and Regulations of Stowe Cemeteries and that no work will be done until both the memorial and foundation are approved.

Holder/Purchased Signature _____ Date _____

Holder/Purchaser (print name) _____ Phone _____

Mailing Address _____

Holder/Purchaser relationship to original Rights Holder: _____

Mailing Address _____

STOWE CEMETERIES AUTHORIZATION

Conditions or specifications: _____

Authorized Signature: _____ Date _____

▶ ALL work must be scheduled with
Phone # 802-793-6811

Superintendent of Cemeteries.

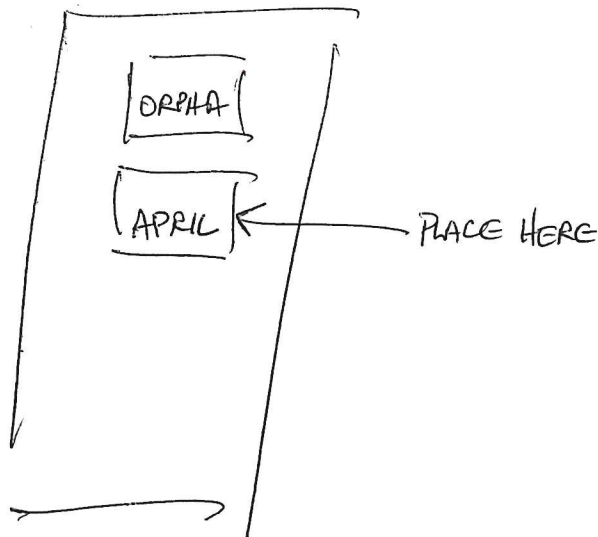
Installer: _____ Phone: _____

Maximum Size of Memorials, Stowe Cemeteries with lot size 4' x 12'

	Max Width 60 % of Lot	Max Face 20 % of Lot Including Base	Max Height Including Base
1 Lot	2.4 ft.	9.6 sq. ft	4 ft.
2 Lots	4.8 ft.	19.2 sq. ft	4 ft.
3 Lots	7.2 ft.	28.8 sq. ft.	4 ft.
4 Lots	9.6 ft.	38.4 sq. ft.	4 ft.

Form as revised and approved by Stowe Cemetery Commission

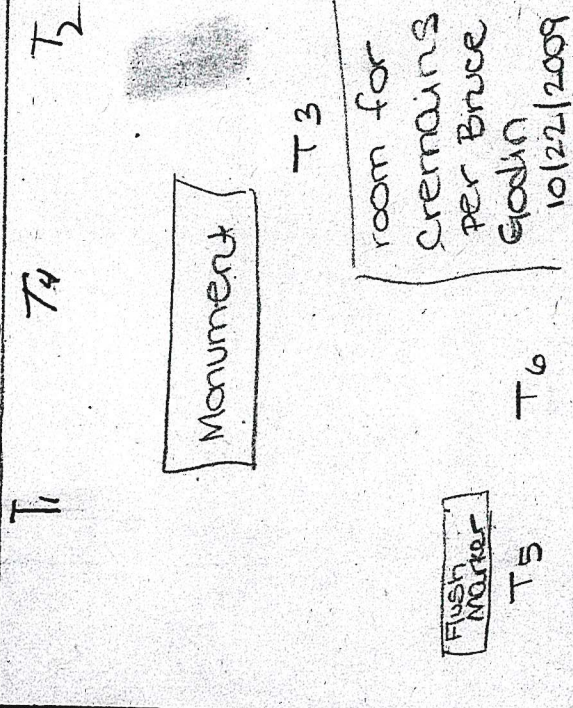
16" x 8" BLACK GRANITE MEMORIAL



Revised April 2021

WEST BRANCH CEMETERY

LOT # 5A SEC # 5



BARROWS, MAE VINE

CARE

1 Roy M. Barrows

2 MAE VINE (DYKE) BARROWS (Ashes) 1992

3 Willis Barrows

4 Ophelia Barrows Stearns Ashes

5 Betty Jean Barrows (Ashes) 2004

6 Wendy Fern Sanders (ashes) 2009

7

8

SIZE LOT 10' X 20'

RECORDED: Book 35 Page 247

Waller's has been 6/9/81

In Loving memory of

April L. Stebbins-Dorman

Oct 18, 1967 - Feb 10, 2022

Beloved wife, mother, friend, & teacher



THIS IS HOW THE FAMILY WOULD LIKE IT
INSTALLED.



THIS IS HOW THE FAMILY WOULD LIKE IT
INSTALLED.