

## Stowe Cemetery Commission Meeting

Tuesday, November 19, 2024

Approved: \_\_\_\_\_

A meeting of the Stowe Cemetery Commission was held on Tuesday, November 19, 2024, via Zoom hybrid starting at 8:30 am. Members present: Donna Adams, Claire “Skeeter” Austin, Nancy Lavanway, Judy Smith, Gail Kaiser, Christine Kaiser, Janet Godin, David Danforth, Matt Frazee, Lindsay Turiello

### **Minutes**

Minutes of the October 15, 2024, meeting were approved with a minor change on a motion by Christine, seconded by Gail.

### **Superintendent’s Report**

Flush Markers – David said some contractors have been installing flush markers without notifying him and it is a problem. He said the markers need to be put in over the cremains and that is not necessarily being done so he is not sure if some are properly located. He said the procedure needs to be corrected.

After discussion, Donna asked Lindsay to update the Work Order form to further clarify the flush marker cost and process in communicating to the Parks Dept.

### **Capital Projects**

Memorial Wall – Matt Frazee said the PW Department advises installing a stone wall or precast cement wall. They are in the process of obtaining estimates for either installation.

Software project – Matt said they continue to meet with the software companies that provide the service. Each provider has different options in integrating with existing systems. There will still be a direct interface with staff, but the sales and orders will be done online and tracked on a calendar which will be automatically updated for staff. Matt said the new system will be set up day forward but the biggest challenge for the Town is inputting the historical information. This information is currently on a spreadsheet which was maintained by Barbara Allaire. He said the project’s upfront cost could be \$43,000 with a \$7,000 maintenance fee each year. There would be additional labor costs for inputting the historical information. Matt said the software would streamline the whole process and make it more efficient and assist the Commission and staff with communication in particular. The implementation of the system could take anywhere from 3-9 months depending on the time it takes to input the historical information. The budget requests will be submitted in December.

The Commission thanked Matt for his efforts and time spent on the Cemetery capital projects.

### **Treasurer’s Report**

Skeeter said there was not much new to report. Edward Jones account was down slightly due to the market.

Skeeter said she had submitted the FY 26 budget with room for discussion for a clerical line item.

Janet moved to approve the Treasurer’s report, seconded by Christine. Motion approved.

Donna added that the Historical Society had sold three Cemetery Books. She said she would review the information posted on the website.

There being no further business to conduct, Donna adjourned the meeting. Next meeting will be held on Tuesday, December 17, 2024.