

Stowe Cemetery Commission Meeting

Tuesday, December 17, 2024

Approved: ___

A meeting of the Stowe Cemetery Commission was held on Tuesday, December 17, 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. Others present: Harry Shepard, Public Works Director; Matt Frazee, Parks & Rec Director; Planning & Zoning Director Sarah McShane

Minutes

Minutes of November 19, 2024 were approved with minor changes on a motion by Skeeter, seconded by Nancy Lavanway.

Treasurer's Report

Skeeter reported the stock portfolio was now up to 40% exceeding the amount allowed by legislature. Skeeter will contact Caren and follow up with Penny as well to get this corrected. On a motion by Judy, seconded by Gail, the Treasurer's report was accepted.

Work Order Form

Lindsay has added a revision date of December 2024 to the updated work order form and will start using it on the website, etc, and sending it to memorial dealers and contractors. Revisions included highlighting the Memorial and Flush Marker boxes and information and highlighting the 14 days prior notification. The WO form was approved on a motion by Christine, seconded by Nancy.

Capital Projects

Harry Shepard talked about the replacement of the retaining timber wall and offered some options that might be acceptable. He presented plans taking into consideration the existing terrain and contours, different building options and the cost of those options. Harry said those options could run anywhere between \$90,000 and \$200,000 but would be a project that would last forever.

Matt Frazee said the Commission needed to determine what the timing, design and cost would be and how the project might fall into the capital request process if desired.

Donna said the Commission should take its time to review and discuss with David the options for the project to be done in house at a later date. Donna asked for a motion to continue discussion

of the project and not present a capital request for the retaining wall at this time. Janet made the motion as presented, seconded by Gail. Motion carried.

Matt noted that he would be speaking with another software company option which would be lower in cost tomorrow. Members of the Commission were invited to attend.

Town Plan Update

Sarah McShane and the Commission reviewed the existing Town Plan cemetery section and suggested edits were made. There was discussion regarding goals and tasks. During the discussion, Sarah asked if the Commission could take some time to respond to the Survey. She thanked the Commission for their time and input.

There being no further business to conduct, Donna adjourned the meeting. The next meeting will be held Tuesday, January 21, 2025.

Minutes respectfully submitted by Susan Moeck.