

Stowe Cemetery Commission Meeting
Tuesday, January 21, 2025

A meeting of the Stowe Cemetery Commission will be held Tuesday, January 21, 2025 at 8:30 am via a hybrid/Zoom meeting.

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

Dial by your location +1 646 876 9923 US (New York)

Meeting ID: 882 9611 5656

8:30 am Superintendent's Report

Minutes, correspondence, work orders

Treasurer's Report

Review of Flush Marker Section of Rules and Regulations

Discuss Riverbank entrance plans and secondary access

Discuss future beautification projects

Discuss Stone restoration for Spring 2025

Any new or old business brought before the Commission

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.

SECTION VIII: FOUNDATIONS

1. Commission approved foundations are required for all above-ground monuments. Foundations must be in place and cured before their monuments will be permitted on the Cemetery grounds.
2. The Commission reserves the right to excavate, build or approve all foundations and to set all markers and corner posts. A *Stowe Cemetery Commission Work Order / Permit* and a *Foundation Work Order* must be approved by the Stowe Cemetery Commission before any work begins. All foundation work shall be scheduled at the direction of the Superintendent of Cemeteries.
3. See Foundation and Memorial specification on page twelve (12).

SECTION IX: MEMORIALS, MONUMENTS AND MARKERS

1. All memorials, monuments, markers or plaques and their foundations will be set and maintained in a safe condition at the owner's or the certificate of Burial Rights holder's expense. The Commission, in its sole judgment, may correct or remove unsightly or dangerous items at the expense of the owner or heirs of the Certificate of Burial Rights.
2. A *Stowe Cemetery Commission Work Order/Permit* must be approved by the Stowe Cemetery Commission and scheduled with the Cemetery Superintendent before setting any items mentioned in this section.
3. Not more than one (1) above-ground memorial is permitted on any lot and must be located six (6) inches from the top border. Flush markers will be located six (6) inches from the bottom of the lot and/or, if used as a headstone, will be located six (6) inches from the top of the lot. Flush markers will be located above the urn vault for cremated remains.
4. All memorials will be constructed of granite, marble, fieldstone, or bronze. Memorials set in designated Stowe Historic Cemeteries must be in keeping with those of the period.
5. Non-flush markers are allowed only in the case of matching stones that were set on the lot prior to July 10, 1995.
6. Purchase of Commission-approved Corner Markers are required for all lots or group of lots. They will be sold and set in place at the direction of the Superintendent of Cemeteries prior to the placement or repair of any memorials on the lot.
7. Above-ground mausoleums, columbariums and tombs may be constructed in Stowe Cemeteries only under the direction of the Commission.
8. The Stowe Cemetery Commission has specification requirements for memorials and markers; their foundations, dies, bases, joints, lettering, coloring, and setting. These specifications are delineated as part of the *Work Order/Permit* and Stowe Cemeteries Memorial and Foundations specification requirements. They are hereby made a part of the Stowe Cemetery Commission Rules and Regulations and are attached to this document.

9. Monuments, markers, and their foundations may be removed from Stowe Cemeteries only by direction from the Cemetery Commission and only after the receipt by the Town Clerk of a written order from the Certificate of Burial Right holder or their legal representative. After removal, the lot shall be restored to its original condition at the expense of the party requesting removal and shall be done so under the direction of the Superintendent of Cemeteries.

SECTION X: MEMORIAL GARDEN

1. Each cremation lot may hold up to two (2) cremated remains.
2. One flush marker, no larger than twelve (12) inches by twenty-four (24) inches and four (4) inches in thickness, will be placed in the designated area of each lot. The cremated remains will be inurned/buried in front of or beneath the marker.
3. Neither an urn nor a vault is required for the burial of cremated remains in the Stowe Memorial Garden. However, when neither is used retrieval of the cremated remains may not be possible. Cremated remains without an urn will not be handled by cemetery personnel.
4. An *Interment Order* must be submitted to the Stowe Town Clerk's Office prior to an interment being permitted. In addition, a *Cremation Certificate* must be presented to the Superintendent of Cemeteries or his/her representative at the time of interment.
5. Up to three (3) floral arrangements may be left at a cremation lot at the time of burial. These will be removed when they become unsightly or after one (1) week. Non-floral decorations or artificial flowers are not permitted in the Memorial Garden.
6. Due to space constraints, plantings of any type are not permitted in Memorial Garden lots. Fresh cut flowers are permitted in invertible, in-ground vases.
7. An American flag, in a proper holder, may mark cremation lots in the Memorial Garden from May 1 to Veterans Day.

SECTION XI: WORK AND LABOR IN STOWE CEMETERIES

1. All work done in the Stowe Cemeteries shall be scheduled through the Stowe Cemetery Superintendent. No work will be scheduled on weekends or holidays except by special permission of the Cemetery Superintendent.
2. Any jobs conducted in the Stowe Cemeteries by non-Stowe employees must have the approval of the Cemetery Commission as evidenced by a signed Work Order/Permit. Such signed Work Order/Permit shall be presented to the Stowe Cemetery Superintendent for scheduling and a copy shall be kept with the workers while performing the job.
3. Non-Stowe employees performing work in the Stowe Cemeteries for a firm or as independent contractors to the Town of Stowe Cemetery Commission or to a private holder of a Stowe Certificate of Burial Rights shall have certificates of insurance on file with the Town of Stowe. Such non-Stowe employees shall be held financially responsible for any damage done in the course of their work.
4. Non-Stowe employees working in the Stowe Cemeteries shall refrain from attaching

Work Order/Permit Addendum
STOWE CEMETERIES

MEMORIAL & FOUNDATION SPECIFICATION REQUIREMENTS

(The following memorial and foundation specifications have been adopted by the Stowe Cemetery Commission and the Stowe Selectboard and are a part of the Stowe Cemetery Rules and Regulations-Section IX, paragraph 8.)

1. All aboveground memorials except fieldstone must be set on a base.
2. All above ground memorials will comply with the following:
 - a. The base must be at least 6" above grade.
 - b. The base may not encroach on areas above the vault.
 - c. Maximum height and width shall comply with the following table:

Number of Lots	Maximum Width	Maximum Height
1	2'6" (30")	4'
2	4'9" (57")	4'
3	7'0" (84")	4'
4	9'6" (116")	4'

- d. Memorials larger than 4 feet in height or 6 feet in length must comply with Requirements for Large Monuments. (See page 15)
3. Flush markers may be used as headstones when no other upright memorial is on the lot and must be a minimum of 10" by 20" wide by 4" in thickness. Flush markers up to 15" by 30" wide will be a least 4" in thickness, and those larger than 15" by 30" will be at least 6" in thickness.
4. Flush markers used to mark cremated remains not located in the Cremation Garden will be a maximum of 12" by 24" wide and at least 4" in thickness and will be placed above the inurned urn vault.
5. When bronze is used in a flush marker, it will be affixed to a granite bed 4" to 6" thick as per the above sizes.
6. Memorial guards are allowed around flush markers providing they comply with size requirements of the marker.
7. Slant markers less than 20" by 18" may not require a foundation but must be set in a bed of crushed stone under the supervision of the Superintendent of Cemeteries. It must be a depth of no less than 2' and at least 1" wider on each side of the marker.
8. The bottom of every stone, (i.e., monument, base, or marker) will be dressed to an even level bottom bed so that it will stand plumb and rest firmly and level. To achieve this standard, field stone flush markers may be set in a crushed stone bed.
9. All joints on memorials will be sealed against moisture and with non-staining material on clean dry surfaces.
10. The use of bronze is approved for dowels and for tablets when attached to monuments or

granite markers provided the bronze has been cast from an alloy containing no less than 85% copper or more than 5% lead. Other non-corrosive metals of proven permanency may be used with the approval of the Commission.

11. No lettering and carving on flush markers, except bronze plaques, shall be raised, except to match the existing style of markers set on the lot prior to July 10, 1995.

12. Artificial coloring on any part of the stone is prohibited except that all incised lettering on memorials may be highlighted by an application of a clear coating or a shadowing agent. The agent shall be up to two (2) full numerical values darker than the average background color of the stone to which it is applied as judged against the Munsell Neutral Value Scale, Matte (31 step scale). Clear coating and shadowing agents must be resistant to water and ultra-violet rays and must be able to withstand hot water washing of up to 800 psi.

13. Signs or advertisements of any kind or anything that could be construed as signs or advertisements are not permitted on any memorial, monument, or marker in the Stowe Cemeteries. The words "perpetual care," or "endowed," on memorials, monuments or markers are not permitted.

14. The name, initial or inscription on each monument or marker must correspond with the name and record in the Office of the Town Clerk and the Commission and no changes shall be made except upon written request of the proper parties and with the permission of the Commission.

15. The setting of all monuments will be scheduled with the Superintendent of Cemeteries.

16. A memorial shall not be set on any lot to which a Certificate of Burial Rights (Deed) has yet to be assigned or on any lot which does not have corner markers set by direction of the Superintendent.

17. The Commission has the authority to reject any plan or design for any memorial.

FOUNDATIONS

1. Commission approved foundations are required under all above ground monuments. Foundations must be in place and properly cured before the monuments they are to support are allowed on to the Cemetery grounds.

2. The Town of Stowe reserves the right to designate how and when excavation and foundation work will be accomplished and who will accomplish it.

3. The top surface dimensions of any foundation will be no less than the dimensions of the base or stone to be set upon it.

4. The top surface of the foundation will be level with the ground.

5. Foundations will be constructed with the use of frames at the top of the foundation. Frames will be at least 2" in depth from ground level down.

6. Foundations will be a minimum of 4' deep.

To Share with Cemetery Commission: Harry Shepard's pertinent emails re: Riverbank access

Sorry for delayed reply. Budget season challenges. We have affirmed, and the subdivision map that the Adam's family recently submitted to the DRB for their subdivision, clearly depicts that the Town has a 15' wide access easement +/- along the existing driveway. The surveyor who prepared the map advises that she has copy of some unrecorded plans that affirm the size and location of the easement.

I have on my to do list to start a conversation with Eric regarding this. We will need access during the bridge reconstruction any other time we need to close Cemetery Road, but I suggest that we maintain this as a second means of access to Cemetery, but not a general public access.

We may need to make some improvements for the temporary use and will have to evaluate that in the spring. This should be something we can accomplish with Parks with an assist from Highway. I advise that we minimize this and if necessary, get vault delivery's when it is not mud. I advise that against this easement be pent (gated) and it not becoming a public access unless Cemetery Road is closed and then only to the Cemetery. Our Easement is to the Cemetery only. This easement was not intended for public access thru the Cemetery to the Quite Path parking lot and if not pented, that is what will occur.

Legend

_____ SUBJECT PROPERTY LINE
 _____ PROPOSED PROPERTY LINE
 _____ OTHER PROPERTY LINE
 _____ EXISTING EASEMENT
 _____ PROPOSED EASEMENT
 _____ EXISTING GRANT
 _____ EDGE OF RIVER
 _____ EXISTING ELEC.

_____ ZONING DISTRICT BOUNDARY
 PF/CHF / ☒ IRON PIPE/CAPPED PIPE/
 RB/CVF REBAR/CAPPED REBAR FOU
 CRP ☒ CAPPED REBAR PROPOSED
 Δ CALCULATED POINT
 CD EXISTING UTILITY POLE
 AO/BO ABOVE OR BELOW GRADE
 N/I NOW OR FORMERLY

Survey Notes

- [illegible]

Referenced Plats and Plans

- [illegible]

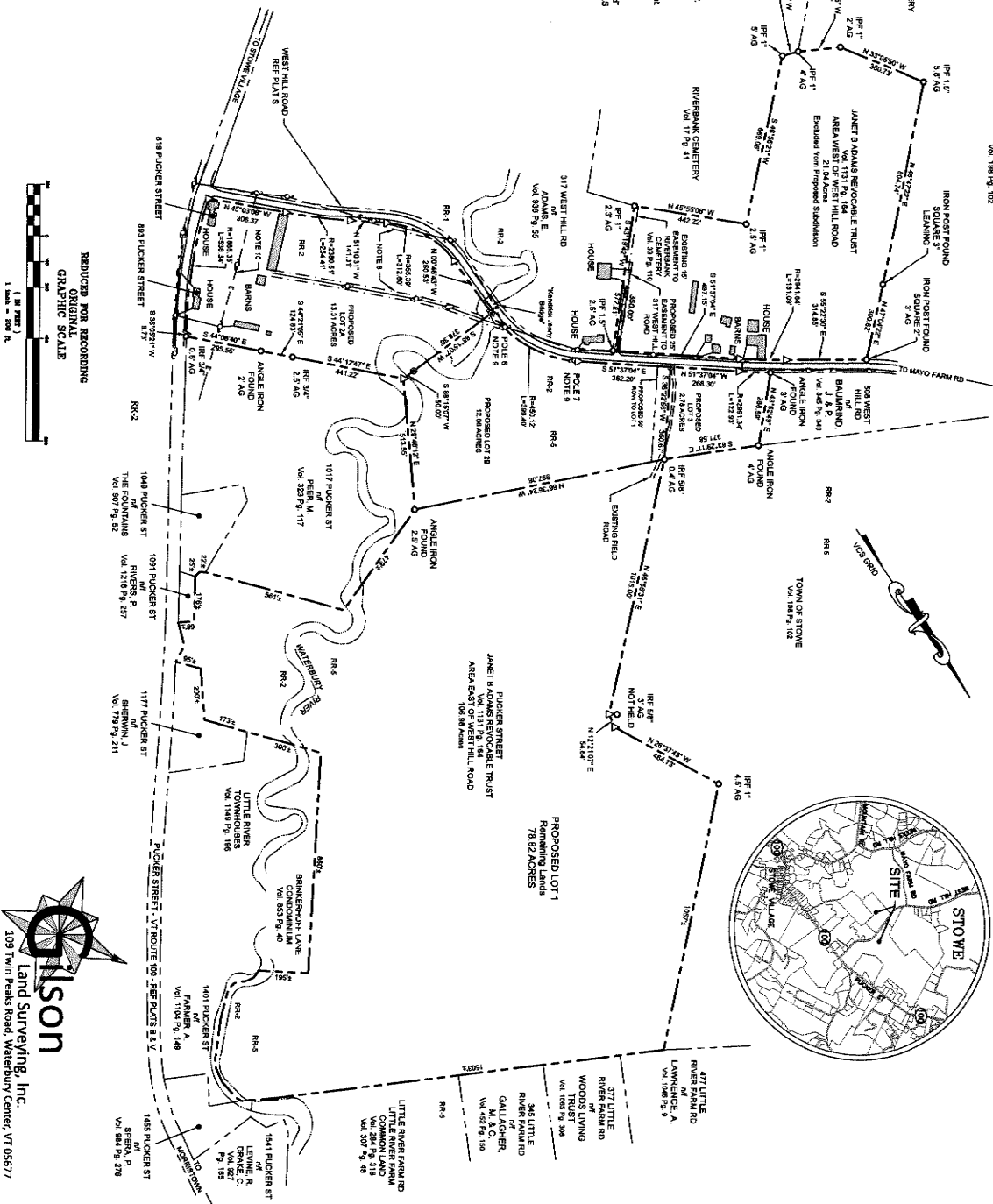
RECEIVED FOR RECORDING IN THE LAND
RECORDS OF THE STATE, VERMONT.
AT _____ DAY OF _____ O'CLOCK ON THE _____
ATTEST:
TOWN CLERK _____

APPROVED BY RESOLUTION OF THE DEVELOPMENT REVIEW BOARD OF THE TOWN OF STONE, VERMONT, ON THE DAY OF 20 SUBJECT TO THIS 20 DAY OF 20 REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION, SIGNED

44001

1001

2000



Certification

Proposed Subdivision
Property of
Janet B. Adams Revocable Trust
893 Pucker Street
Stowe VT


Land Surveying, Inc.
105 Twin Peaks Road, Waterbury Center, VT 05671
www.gilsonlandsurveying.com 802-585-6833