

Waitsfield Cemetery Commission

DRAFT Agenda for meeting Thursday, May 14, 2026

Waitsfield Town Offices

5:00 pm to 7:00 pm

1. Welcome and agenda review (5:00 pm - 5 min) Robin M
2. Public comment (5:05 pm - 5 min)
3. Review and approve minutes of April 21, 2026 Meeting (5:10 pm - 5 min) All
4. President's report (5:15 - 5 min) Robin M
5. Treasurer's report (5:25 pm - 10 min) Nancy
 - a. Financial Update
 - b. Trustees Update (Nancy and Robin)
6. Sexton's report (5:35 pm – 15 min) George
7. Old Business (5:50 pm – 45 min)
 - a. Conflict of interest policy (Valerie)
 - b. Veteran Flags (Nancy and Robin P)
 - c. 5-Year Plan for Annual Tree Maintenance (Laura and Valerie)
 - d. Fencing at Common Cemetery (Robin M/George)
 - e. Digitizing Cemetery Records (Robin M and Valerie)
 - f. Additional Capacity at Mill Hill Cemetery (Laura)
 - g. Natural Burial Guidelines (Robin M and Laura)
 - h. Approved Vendor List (Robin M and George)
 - i. Scanning Cemetery Maps/designating one source of truth map (Robin M and Valerie)
 - j. Waitsfield Cemetery Handbook (Robin M and Valerie)
 - k. Storage of official Waitsfield Cemetery Commission meeting minutes and agendas Update (Robin M)
 - l. Update on Alice Evans concern about Civil War Vet Zimri Lathrop
 - m. Rural Resource Commission (possible source of grants for cemetery projects (Valerie)
 - n. Headstone Cleaning (Robin P)
8. New Business (6:35 pm – 10 min)

- a. Steps needed for new natural burial site at Waitsfield Common
(Robin M)
9. Schedule July meeting and adjourn (6:45 pm – 5 min)

Waitsfield Cemetery Commission

FINAL Agenda for meeting Tuesday, April 21, 2026

Waitsfield Town Offices

6:00 pm to 8:00 pm

1. Welcome and agenda review (6:00 pm - 5 min) Robin M
2. Public comment (6:05 pm - 5 min)
3. Review and approve minutes of March 12, 2026 Meeting (6:10 pm - 5 min) All
4. President's report (6:15 - 15 min) Robin M
 - a. Updated Sexton's Pay for 2026
 - b. Open Meeting Rules
 - c. Conflict of Interest Policy
5. Treasurer's report (6:30 pm - 10 min) Nancy
 - a. Financial Update
 - b. Trustees Update
6. Sexton's report (6:40 pm – 20 min) George
7. Old Business (7:00 pm – 45 min)
 - a. Veteran Flags (Nancy and Robin P)
 - b. 5-Year Plan for Annual Tree Maintenance (Laura and Valerie)
 - c. Fencing at Common Cemetery (Robin M)
 - d. Digitizing Cemetery Records (Robin M and Valerie)
 - e. Additional Capacity at Mill Hill Cemetery (Laura)
 - f. Natural Burial Guidelines Special Meeting April 28 5-7pm (Robin M and Laura)
 - g. Approved Vendor List (Robin M and George)
 - h. Scanning Cemetery Maps and Lot purchase records (Robin M and Valerie)
 - i. Waitsfield Cemetery Handbook (Robin M and Valerie)
 - j. Mad River Path Plans for around Irasville Cemetery
8. New Business (7:45 pm – 10 min)
 - a. Storage of official Waitsfield Cemetery Commission meeting minutes and agendas
 - b. Alice Evans - concerns about Civil War Veteran Headstone
9. Schedule next meeting and adjourn (7:55 pm – 5 min)

Waitsfield Cemetery Commission Meeting Minutes

Tuesday, March 10, 2026

Waitsfield Town Offices

6:00 pm to 8:00 pm

Meeting begins: 6:05 pm

Present: Robin M., Robin P., Valerie, Laura, George Jr.

- Welcome and agenda review: Welcome Valerie C. to the WCC!
- Election of Commission Officers for 2026 : unanimously approved. Robin P. moved, Laura 2nded to accept the current officers to continue in their roles for 2026-27: Robin M., President, Robin P, Vice President, Nancy, Treasurer, Laura, Secretary.
- Public comment: No public
- Review and approve minutes of November 24, 2025 Meeting: unanimously approved as amended; delete "agenda," and reword Mark's agenda addition re. the Town Waterwater planned route.
- President's report: Robin M – nothing to report.
- Treasurer's report: Nancy
 - NSB 20K, 5 month CD matured 3/18/26. Interest: \$296.58.
 - Deposited \$20,296.58.
 - Checkbook balance: \$30,412.36.
 - Robin M. shared WCC budget planning fiscal years 2022-2026 document. Needs to be updated, Nancy or Robin will email updated document to Laura who will send it out with the minutes.
 - Met with trustees 12/8/25. Will receive \$20K from the Trust.
 - Selectboard okayed \$15.5 K for fiscal year 2027.

- Sexton's report: George Jr. Unanimously approved.
 - Ordered cornerstones from Jeff at VT Monuments.
 - Ed Reid moved the hydrangea in Mill Hill to the back of the cemetery without conferring with Robin P. or George. He billed WCC \$280. In the future we will require an estimate before the work is done.
 - WCC has a \$5000 maintenance budget: unused money get moved to a WCC reserve fund, add reserve fund as a line item going forward. All agree to consider this at the April meeting.
 - George's start date is April 15th.

- Old Business
 - George's 2026-27 salary upgrade reviewed: and agreed upon 2.88% salary increase.

- New Business:
 - Projects to work on in 2026: Reviewed together. See attached list of potential projects and designated lead commissioner(s) for each project for 2026-27.
 - Valerie suggests the WCC get clear about the Mad River Path's long-range plan for the new transportation path, to discover if it will cross through the corner of Irasville cemetery. We could invite Misha Golfman, from MRPA to share Path plan. Lisa Mandigo, new manager of Irasville Shopping Center (802 279 7112)

- Schedule next meeting: April 21 6-8; April 28 5-7 special meeting to discuss natural burial guidelines.

Meeting adjourned: 8:02 pm

Respectfully submitted,
Laura Brines, WCC Secretary

Draft Waitsfield Cemetery Commission Meeting Minutes
Tuesday, April 21, 2026
Waitsfield Town Offices

6:04 meeting start.

Present: Robin M., Robin P., Valerie, Laura, Nancy, George Jr.

1. Welcome and agenda review Robin M: additions to the agenda: clarity about the Mad River Path at Irasville Cemetery, and Robin M's conversation with Alice Evans.
2. Public comment: no public present.
3. Review and approve minutes of March 12, 2026 Meeting: Valerie and Robin M. shared a few edits. Unanimously approved.
4. President's report Robin M
 - a. Updated Sexton's Pay for 2026: Robin M. made a motion to approve Sexton's new pay based on the updated of the Northeast Urban area index. Unanimously approved. (see attachment)
 - b. VT Open Meeting Rules: Robin M shared and reviewed summary of Open Meeting Rules. (see attachment)
 - c. Conflict of Interest Policy: Valerie is an abutter to Irasville Cemetery, for example. Valerie is working on draft COI for the WCC to review and discuss.
5. Treasurer's report Nancy. Unanimously approved.
 - a. Financial Update:
 - i. Balance: \$30, 341.22 in checking account.
 - ii. Reserve fund- Nancy suggests we create a reserve fund for capital projects. Valerie's suggestion- when a lot is sold the income we make (not counting cornerstone and perpetual care payment to the Trust) could go into a reserve fund. Nancy and Robin M. will work on the budget to determine how this idea would impact long term budget planning. Tabled until the next meeting.
 - b. Trustees Update: Bob Cook and Gib Geiger will likely remain in the positions for another year.
6. Sexton's report George Jr. Unanimously approved.

- a. Cemeteries are open. Flags will be put up soon. New chains have been put up at Irsaville. More broken cemetery chains will be replaced. Rails to be put up at Common Cemetery.
 - b. Peter White- wants to buy a double lot in Common Cemetery.
 - c. Kinny Perot- interested in purchasing a Common Cemetery plot or two .
 - d. Roy Yoder's cremation burial was April 1. The son believes his sister was a full burial at the site of the parents. George has probed the area and believes there is no casket burial. **Next step: contact the son to see if he has any documentation regarding his sister- her name, plot deed.**
 - e. Goal is to create a system for organizing one set of records for burials and lot sales. **George will update the Sexton's burial log.**
 - f. **WCC needs to create policy regarding the placement of headstones.** Discuss at April meeting.
 - g. Cremation burials 3 per lot. If someone claims a previous WCC told them more cremations were allowed on their lot George will tell them to contact the current WCC to present their claim.
7. Old Business:
- a. Veteran Flags (Nancy and Robin P): Pex has been purchased, and George Jr. cut the pex, flags have been ordered. Pex cost \$65.14. 100 flags cost \$200. **The new Pex flag holders and flags will be installed by Nancy and Robin P. by Memorial Day.**
 - b. 5-Year Plan for Annual Tree Maintenance (Laura and Valerie)- to be continued.
 - c. Fencing at Common Cemetery (Robin M): **Robin M and George will meet to review and assess.**
 - d. Digitizing Cemetery Records (Robin M and Valerie): **Robin M is setting up a Google Drive** that the commission will have access to it. One repository for all WCC documents. A work in progress. RM and VC will meet soon.
 - e. Additional Capacity at Mill Hill Cemetery (Laura): **Laura will meet with Peter Lazorchak, water expert, in May.**

- f. Natural Burial Guidelines Special Meeting April 28 5-7pm (Robin M and Laura): Robin shared the 4/28 meeting agenda and the revised guidelines with WCC to review before the meeting.
 - g. Approved Vendor List (Robin M and George) to be continued.
 - h. Scanning Cemetery Maps and Lot purchase records (Robin M and Valerie) to be continued.
 - i. Waitsfield Cemetery Handbook (Robin M and Valerie) to be continued.
8. New Business
- a. Storage of official Waitsfield Cemetery Commission meeting minutes and agendas: in the future Robin will add a link on the Town website to the WCC Google Drive. The WCC will move toward putting meeting minutes in a binder for public access.
 - b. Mad River Path update: Valerie contacted the shopping center owner to inform her about the Mad River Path's future plans, which will impact the shopping center.
 - c. Alice Evans: Alice is concerned that Civil War veteran Zimri Lathrop's headstone is laying on the ground in Irasville.... Robin and Alice will visit the site to assess.
 - d. Rural resource commission, through the State of VT, offers grants. It might be a funding possibility for cemetery projects. Valerie will investigate it.
 - e. Robin P. will purchase more D2 cleaner, scrapers for grave cleaning.
9. Schedule next 2 meetings: May 14, 2026 5-7pm and June 16, 2026 5-7pm.

Adjourn: 8:15pm

Respectfully submitted,

Laura Brines, WCC Secretary