

Cemetery Commission
Minutes
August 25, 2025
10:00am at the Granville Town Clerk's Office

I. Call to Order - 10:00am

In attendance: William Brokhof, Veronica (Vic) Parrish, Kate Stauss, Cheryl Sargeant in an advisory role as Town Clerk.

II. Approve Minutes of 8/11/25 - Vic motioned; Will seconded; all in favor.

III. Financials - Update on new checks and a PO process

The new checks arrived on 8/18/2025. We created and signed an order form for the Cemetery Commission. #001 (\$343.63) was forwarded to Nancy Needham for payment.

IV. Old Business

A) Update on burial-transit services

1) Vic noted that a death certificate precedes the creation of the burial-transit document, and that we have not done burial-transits in the past for cremations, but we could.

2) Kate pointed out that other people are authorized to create burial-transit including the Town Clerk, a designated representative of the Town Clerk, and the Constable. Cheryl confirmed that she has burial-transit forms.

3) Discussion ensued about how to document Granville citizens who are cremated, buried out-of-town, who have green burials, home burials, etc.

4) All agreed that clarifying issues surrounding burial-transit documents and tracking when and how Granville's citizens are interred are a top priority for the Commission.

B) Review of other towns' cemetery plans and Review and Revision of Granville's Bylaws.

Vic moved that the review of other town plans and the review of Granville's bylaws be tabled to next meeting; Will seconded. All in favor.

C) Maintenance of South Hollow Cemetery

1) Will wondered if he could begin spraying stones with the cleaning solution in preparation for our Community cleaning event on October

18. Discussion ensued about whether “closed” cemeteries have different rules regarding contacting kin when maintaining gravesites. Cheryl will investigate if South Hollow is in fact “closed” and when it received this designation. William will contact the organizer of the seminar that he attended to see if there are procedures that should be followed in advance of cleaning.

- 2) Will volunteered to make a map of the SHC plats, documenting the stones and their locations (<https://www.findagrave.com/cemetery/>), and noting what restoration might be necessary.
- 3) Fencing: William will check to see if Logan, a Warren contractor who volunteered his time (not materials) to fix the fence is still available to repair the gate. He will also contact Mike White from Hinesburg who has done work on fences in Moretown’s cemeteries.

V. New Business
None.

VI. Any other necessary business

- A) Vic recommended asking the town for an annual stipend of \$500 to help with additional personnel and maintenance costs. Kate noted that perpetual care as structured does not cover our needs. No monies have been received since 2004, and the fee appears to have been arbitrary and voluntary.
- B) William will create a Google Drive for digitized documents for anyone who wants to go paperless. Vic instructed Cheryl that important papers should be stored in the vault. Currently plot assignments, plot sales, and official maps (perhaps not updated) are in the vault. Cremains should be included on the maps.
- C) Kate will contact Sexton Dan Mutchler to invite him to our next meeting so we can discuss burial-transits and necessary communication chains between concerned parties in Granville.

VII. Adjournment - 11:25am

Next Meeting: September 19, 2025 at 10am