

Cemetery Commission
Minutes
Sept. 19, 2025
10:00 am at the Granville Town Clerk's Office

1. Call to Order - 10:03 am In attendance: Commissioners Will Brokhof, Vic Parrish, & Kate Stauss. Cheryl Sargeant advising.
Public: Tim & Amy Lockhart
2. Approve Minutes of 8/25/25. Vic motioned, Will seconded. All in favor.
3. Financials - Pay order charges from 8/25 were approved. According to the Account QuickReport, we currently have \$6448.18 in our cemetery checking account.
4. Old Business
 - A. Maintenance of South Hollow Cemetery -
 1. Report on fence: Will reported that Logan Cole has offered to volunteer his time and charge for materials only, estimated at \$200. Kate moved that we award Logan Cole the work. Vic seconded. All in favor.
 2. Progress on plot map - Will suggested using a drone, land tape and graph paper to get the basic dimensions.
 3. Will has been in touch with Tom Giffin of the Vermont Old Cemetery Association (VOCA) for information about maintenance. He advised that if families can be notified, they should be, but that he himself had never done so.. At our next meeting, we will discuss if we would like to join VOCA.
 4. Will and Kate will both reach out to people who are experienced stone restorers to see if they can come on Oct. 18 for the community clean up day at South Hollow cemetery.
 5. Amy Lockhart is looking for records on her ancestor Lucy Amee who was related to both the Amee and Pinney families. She believes they are buried in South Hollow cemetery. She wondered if a new marker could be installed, if so. The Commission will investigate the parameters for erecting new monuments in an historic cemetery.

6. Designation of closure - Cheryl will look through files from the 1912 period to see if she can find documentation of the closure of South Hollow Cemetery. Note: later in the meeting, Amy Lockhart returned to say that she had found a headstone dated 1949 in the back of the cemetery, despite the last recorded burial being Celia Ball's in 1912.

B. Review of other towns' plans about home burials, cremated remains in non-cemetery spaces, natural burials, etc. - Tabled.

C. Review of Granville's cemetery by-laws and policies

1. **Contract for sexton** - an urgent matter. Vic will investigate and recommend boilerplate language for the contract. Needs to explicitly outline the duties, obligations and fees. Once approved, it will be forwarded to the current sexton, Dan Mutchler. Kate will call Dan to update him on our expectations for the position and invite him to our next meeting.
2. **By-laws.** This process will take several meetings. Sections under review at this meeting:

Section II. General Rules - opening paragraph is fine.

- Rule 1: stricken
- Rule 2: leave but must be complied
- Rules 3 & 4: combine and make more concise
- Rule 5: Instead of prohibited, explain what vehicles are appropriate and when
- Rule 6: stricken
- Rule 7: stricken
- Rule 8: stricken
- Rule 9: To be rewritten
- Rule 10: Combine with 3 & 4 and condense
- Rule 11 & 12: stricken
- Rule 13: simplify

Section III. Addressing Lots and Lot Owner

- Rules 1 - 4 should be put into a paragraph. Discussion ensued about how plots are assigned. Corner markers and headstones are required. In the past the corner markers were placed by the cemetery

commission, according to Cheryl. Now it is unclear whose responsibility it is.

- Rule 5: Condense
- Rule 6: Cheryl shared a form titled "Granville Cemetery Commission, "Cemetery Plot Purchase Agreement" used to designate which plot is sold to whom and for how much. It is important that this information is passed along immediately to the Cemetery Commission.
- Rule 7: Condense
- Rule 8: Stricken
- Rule 9: Information to be included on "Cemetery Plot Purchase Agreement" instead.

Kate will draft revisions for Sections II and II for the Commission's review.

5. New Business

Promotion of South Hollow Cemetery Community Cleanup

William will submit a press release to the Addison Independent, White River Herald and Valley Reporter, as well as posting in the Herald and Mad River Calendars, and FPF. Newspaper submissions should be made by September 29 to be effective. Pertinent info: Meet at the historic South Hollow Cemetery. Many different kinds of volunteer opportunities - including spraying and cleaning stones, brush cutting and providing refreshments. Saturday, Oct. 18. Noon to 4p.

6. Any other necessary business

Flood plain update: Greenwood Cemetery. Cheryl reported that the Farr-donated addition is in the flood plain. She spoke to Preston Bristow, former flood plain administrator for the town, about the resulting restrictions. Remains can be interred there but no fencing - or other obstacles that could block water flow - can be added. The area could be treacherous for vehicles during wet periods as well. Discussion ensued about best uses of the property. We will return to the issue later.

7. Adjournment: Next meeting Tuesday, Oct. 14, 10am at the Town Clerk Office.