

Town of Woodbury
Cemetery Commission Meeting Minutes
April 15, 2026
Town Clerk's Office -- 6:30pm

The Commission convened at the Town Clerk's Office at 6:35pm. A quorum was present, and all motions were seconded.

Commission members present: Susan Stitely , Patti Garbeck, Amy Hunt, Stephanie Appleton, and Cacky Peltz.

Welcome of new member, Cacky Peltz

Review of plot purchases – Lily Barron, Town Treasurer

- Lilly presented the Balance Sheet for the current year which shows a liability of \$250 for Kirkyard burial service fees.
- **Burial Fees** - There is confusion on the sexton's payment. He receives a flat fee that is listed on the price list; however, does he also get paid \$250 for each burial? Lily will reach out to Joe for clarification and let us know. If he is not owed that money, then it will be cemetery revenue as opposed to a liability.
- **Plot Fee** - FY 24 there were 4 plots sold. The CemCom previously decided the \$15 deed recording fee is included in the cost of a plot. Lily will check on other fees and how they are allocated.
- Lily asked for clarification on the location of the green burial cemetery. Susan shared the green burial map for the South Woodbury Cemetery.

Previous Meeting Minutes

- Patti moved to approve the July 22, 2025 and the January 4, 2026 minutes; Amy seconded it, and the motion passed unanimously.

Election of Commission Officers

Patti nominated Susan as Chair, Amy seconded it
Amy nominated Stephanie for Secretary, Amy seconded it
Susan nominated Amy for Treasurer Patti seconded it
Susan moved to elect the slate as a whole Patti seconded it and the motion was approved unanimously

Other Business:

Review of RFP for road into green burial section

- The new road needs work (steep area), the old one has been being used for now. We want to make the new road similar to the existing roads into the cemetery. We reviewed the CemCom Request for Proposals Bid Form.
- For advertising, Susan suggested placing it in the Hardwick Gazette, Front Porch Forum and the Town website as well as sending it to a few others who have expressed interest.
- Bids will be due one month from the date it appears publicly.

Cemetery signs

Patti asked for us to agree on the official names of the cemeteries before she makes the signs. We decided to keep the names as agreed upon previously in the Rules & Regulations.

Buck Lake, West Woodbury, South Woodbury, Woodbury Center, Woodbury-Cabot

Placement of flags for Memorial Day

- Patti has ordered the flags and will check on when they will be ready.
- We will try to place the flags together or in groups of three if possible to familiarize ourselves with each cemetery.
- Tentatively agreed on May 3rd to place flags together.
- Tentatively agreed to do West Woodbury on either May 3rd or May 13th.

Winter clean-up

- Mike Tatro will be doing this.

The meeting adjourned at approximately 7:31pm.

Submitted: Stephanie Appleton, Secretary

Signed by: Susan Stitely, Chair

A handwritten signature in cursive script, appearing to read "Susan Stitely", written in dark ink.

April 17, 2026