

# TOWN OF WAYNESVILLE

## Cemetery Committee

16 South Main Street  
Waynesville, NC 28786  
Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

### Board Members

Edwin Fish-Vice Chairman  
Roy Pressley  
Warren Putnam  
Bill Revis  
Beth Elsey

### Asset Services

Manager  
Julie Grasty

## AGENDA

October 17, 2023-2:00 PM

### Call to order-Chairman Edwin Fish

1. Approval of Minutes from July 18, 2023, regular meeting and August 3 and October 6, 2023, Special Called meetings.
2. Public Comment
3. Cemetery Update-Julie Grasty, Asset Services Manager
4. Discussion:
  - a. Arch Repair
  - b. Master Plan RFQ
5. Other Business
6. Adjourn

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION  
REGULAR MEETING  
July 18, 2023**

**THE WAYNESVILLE CEMETERY COMMISSION** held its regular meeting on Tuesday July 18, 2023, at 2:00 p.m. in the training room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

**A. CALL TO ORDER**

Vice-Chairman Edwin Fish called the meeting to order at 2:00 p.m. with the following members present:

Edwin Fish  
William Revis  
Roy Pressley

The following Committee member was absent:  
Warren Putman

The following staff members were present:

Asset Services Manager- Julie Grasty  
Cemetery Services Specialist- Matt Wright

**1. Adoption of Minutes**

A motion was made by Commission Member Roy Pressley, seconded by Commission member William Revis, to approve the minutes of the January 17<sup>th</sup> regular meeting and May 16<sup>th</sup> 2023, work session as presented. The motion passed unanimously.

**2. Election of Chairman and Vice-Chairman**

At the beginning of each new year the Cemetery Commission must elect a new Chairman and Vice-Chairman. Asset Services Manager Julie Grasty opened the floor for nominations for Chairman.

A motion was made by Commission Member Bill Revis, seconded by Commission member Roy Pressley to elect Edwin Fish Chairman. The motion passed unanimously.

A motion was made by Commission Member Bill Revis, seconded by Commission member Roy Pressley to elect Warren Putnam Vice-Chairman. The motion passed unanimously.

**3. Public Comment**

No public Comment

#### **4. Request for Historical Tour of Green Hill Cemetery-Historic Preservation Commission**

Byron Hickox Land Use Administrator and Staff Liaison for the Historic Preservation Commission thanked the Cemetery Commission for the opportunity to once again have the Historic Tour of Green Hill. The tour will take place on October 14, 2023 from 4:00 p.m. – 5:30 p.m. with a rain date of October 21<sup>st</sup>, 2023. Mr. Hickox was not sure who would be portrayed this year, but the tour would try to have at least 4-5 people portrayed.

**A motion was made by Commission Member Roy Pressley, seconded by Commission member Bill Revis to approve the Historic Preservation Commission's tour of Green Hill Cemetery on October 14<sup>th</sup>, 2023, with a rain date of October 21<sup>st</sup>, 2023. The motion passed unanimously.**

#### **5. Cemetery Update:**

Asset Services Manager Julie Grasty gave an update of Cemetery Operations. The Cemetery is fully staffed at this time and the new budget year has begun with the new increased rates for the Cemetery. Ms. Grasty informed the Committee of the funeral of Captain Fredrick Hall, it is expected to be a large military funeral. Chairperson Edwin Fish told the Committee the request for a double depth burial will be coming before the Committee early August. The request is being presented to Town Council on July 25<sup>th</sup>. There was much discussion about the request and it is the desire of the Committee to have a representative from Wells Funeral Home appear before the Committee to discuss the procedure of a double depth burial.

#### **6. Discussion-**

- a. Arch Repair-** Asset Services Manager Julie Grasty stated that \$ 30,000 has been budgeted for repairs to the historic arch, the meeting was then turned over Byron Hickox for discussion. Mr. Hickox stated that he along with members of the Cemetery Committee had met with Jennifer Cathey Restoration Specialist with the NC State Historic Preservation office to discuss possible repair to the arch. Ms. Cathey sent an email with a summary of her recommendations that email is attached. There was much discussion about the process of repairing the arch and stonework. Ms. Grasty told the Committee she will work with Ms. Cathey's office to send an RFQ for restoration of the arch and stonework surrounding the arch.
- b. 20-Year Plan-** Ms. Grasty reminded the Committee she still needs their input on the sample RFQ presented to the Committee at their last meeting. Ms. Grasty asked the members to have their comments at the next regular meeting.

#### **7. Other Business**

- a.** At the last meeting the Committee asked Ms. Grasty to get a quote on fencing around Shook A and Shook B sections of the Cemetery. Ms. Grasty met with Asheville Fence and received a quote for a split-rail fence with two gates in the amount of \$ 11,082.06. The fence was not included in the budget and would be a special request to Town Council if the Committee wanted to pursue installing a fence around those areas of the Cemetery.

Ms. Grasty explained she would be meeting with the Police and Fire Chief before their next meeting to discuss a plan for Halloween and the parking in and around the Cemetery.

- b. Chairman Edwin Fish would like to reduce the membership from seven (7) members to five (5) members. There was discussion about how the Committee has had multiple vacancies over the last year and no volunteers. The members present agreed with the reducing the numbers might help.

**A motion was made by Commission Member Roy Pressley, seconded by Commission member Bill Revis to reduce the membership from seven to five. The motion passed unanimously.**

The item will be brought before the Town Council at their upcoming meeting.

**The next meeting is scheduled for October 17, 2023, at 2:00 pm.**

**F. Adjourn**

**With no further business, a motion was made by Commission Member Roy Pressley seconded by Commission Member Bill Revis to adjourn the meeting at 3:26 pm. The motion carried unanimously.**

**ATTEST:**

\_\_\_\_\_  
Julie Grasty, Asset Services Manager

\_\_\_\_\_  
Edwin Fish, Vice-Chairman



# TOWN OF WAYNESVILLE

## Historic Preservation Commission

9 South Main Street  
Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

Alex McKay-Chairman  
Rodney Conard-Vice-Chair  
Clare Bass  
Judi Donovan  
Glenn Duerr  
Linda Ann Lee  
Anne Marie Miller  
Bill Revis  
Caroline Williamson

Development Services  
Director  
Elizabeth Teague

# Memo

**To:** Waynesville Cemetery Committee  
**From:** Byron Hickox, Land Use Administrator  
**Date:** 7/13/2023  
**Re:** Request to

Since 2016, the Waynesville Historic Preservation Commission has conducted a tour of Green Hill Cemetery in October. The tour features several local individuals portraying prominent or interesting figures who are interred in Green Hill. The portrayals share details about the individual's life stories and how those stories fit in with the larger history of Waynesville, Haywood County, and western North Carolina. This event publicizes the importance of Green Hill as a part of Waynesville's history and promotes interest in its preservation and protection.

The Historic Preservation Commission therefore asks that the Cemetery Committee recommend to the Town Council approval of its request to hold the 8<sup>th</sup> Annual Green Hill Cemetery Tour on October 14<sup>th</sup> from 4:00 PM to 5:30 PM, with October 21<sup>st</sup> also approved as a contingency date in case of inclement weather on October 14<sup>th</sup>.

If you have any questions or comments, do not hesitate to contact me by phone at 828-452-0401 or by e-mail at [bhickox@waynesvillenc.gov](mailto:bhickox@waynesvillenc.gov).

## Byron Hickox

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**From:** Cathey, Jennifer <jennifer.cathey@dn-cr.nc.gov>  
**Sent:** Tuesday, July 18, 2023 12:12 PM  
**To:** William Revis; Byron Hickox  
**Subject:** Re: Green Hill Cemetery arch, Waynesville

Resending, as I got Byron's email address wrong before.

Please note that as of July 2023, my email address has changed to [jennifer.cathey@dn-cr.nc.gov](mailto:jennifer.cathey@dn-cr.nc.gov).

### Jennifer Cathey

Restoration Specialist  
North Carolina State Historic Preservation Office  
Department of Natural & Cultural Resources Western Office  
176 Riceville Road, Asheville, NC 28805  
Office: 828.250.3113  
[jennifer.cathey@dn-cr.nc.gov](mailto:jennifer.cathey@dn-cr.nc.gov)

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

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**From:** Cathey, Jennifer <jennifer.cathey@dn-cr.nc.gov>  
**Sent:** Tuesday, July 18, 2023 11:58 AM  
**To:** bhickox@waynesville.gov <bhickox@waynesville.gov>; brevis160@gmail.com <brevis160@gmail.com>  
**Subject:** Green Hill Cemetery arch, Waynesville

Thank you for the opportunity to view the arch and pillars at Green Hill Cemetery to weigh in on appropriate repairs. I have Byron and Bill's email addresses, but please share my comments with other personnel as you see fit.

The arch and piers are a contributing structure in the Green Hill Cemetery National Register listing. My role is provide tech advice on preservation of the feature, following professional standards and guidelines for conservation of historic structures. My comments are advisory, as the undertaking on city property is funded by the city, without any regulation requiring formal compliance with my agency. (Other funding streams might trigger that compliance.)

I observed some masonry deterioration in the mortared river cobble piers, with some stones loose or missing, and some mortar joints damaged, deteriorated, missing, or improperly repaired. Extant inappropriate repairs include presence of fine-grained gray Portland cement that does not match extant original mortar in grain, color, and tooling. I observed that the iron arch appears to be in generally good condition, fully painted, with no metal corrosion visible, and set into relatively new concrete caps on the top of the stone piers. That work appears to be relatively recent. I encourage inquiring with city staff about the nature of past repairs to the arch—the cap work appears generally well-executed, with the concrete caps well-matched to existing mortar in grain. (And the color might weather and age to better match the lower piers over time). That said, I wasn't in any position (too short!) to evaluate stability of the arch—is there concern about specific damage or deterioration of the arch?

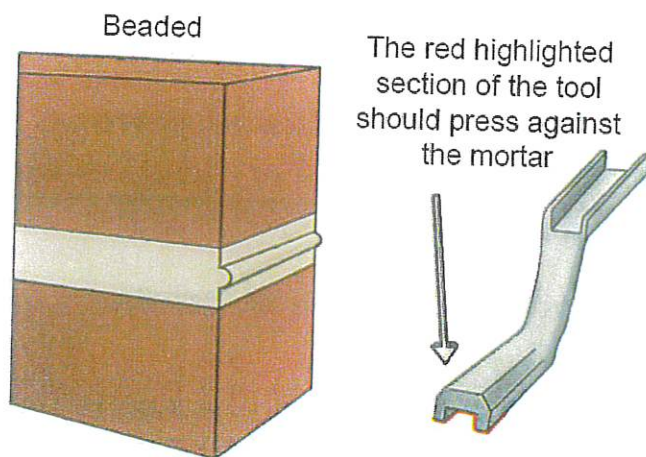
I advise caution related to potential relocation of the piers or modification to the arch. While there is leeway to repair the structure, and leeway for possible sensitive alteration to address any structural deficiency or functional problem with the arch, substantial reconstruction or alteration to general shape, size, location, and material of the piers and arch may potentially render the feature as noncontributing in the National Register listing. (It would be a rebuilt feature, not an intact historic feature.) Generally speaking, the appropriate preservation approach is to repair the existing structure,

without fully reconstructing it, and conserving sound existing materials such as river stone, intact mortar joints and tooling, etc.

I understand from our onsite meeting that access for tree maintenance is a concern. The piers appear widely enough spaced and the arch tall enough for general public, funeral, and emergency services access. Can tree service access be achieved without altering the arch? Is it possible to institute some process or procedure for tree service access that protects the arch -- perhaps supervising access, troubleshooting scale of service vehicles, and determining if tree work can be done without the access of the largest of vehicles?

I don't know that appropriate repair to the stone piers would entail full deconstruction of a pier; a qualified mason might assess how much deteriorated material needs to be pulled out in order to execute thorough repair, and if that warrants full deconstruction of the pier. If necessary, it may be possible to build some armature around the pier, or under the arch, in order to stabilize it during repair, rather than to fully disassemble it.

This publication provides a very detailed overview of appropriate mortar repairs for stone structures. See page 13 for common mortar mixes, which may be modified to achieve the right color and grain. Page 15 identifies the convex mortar joint present at Green Hill as a *beaded joint*. It's created with this kind of mortar joint tool.



Assuming that the piers are stable enough to repair in place, the method would be to rake or cut out mismatched mortar and any unstable stone or mortar, to replace river cobble in-kind, and to re-mortar with a mortar mixed matching the extant original areas in color, grain, and beaded tooling.

While the iron arch itself might tolerate abrasive cleaning in order to prepare its surfaces for a new paint finish, high pressure or abrasive cleaning is *not appropriate* for the stone piers. Low pressure water (400 psi or under) and a nonacidic/nonabrasive cleaner specified for stone, and a soft brush is the most appropriate cleaning approach. (Same method for cleaning gravestones.) High pressure water can force water into the masonry assembly, blow out otherwise sound material, and etch surfaces.

Let me know if I've missed anything that you need discussed. I am available moving forward to function as an advisor, or to review plans or specifications. Green Hill is a wonderful site well maintained by the city, and I appreciate the community's care in looking after the arch.

Please note that as of July 2023, my email address has changed to [jennifer.cathey@dncr.nc.gov](mailto:jennifer.cathey@dncr.nc.gov).

**Jennifer Cathey**

Restoration Specialist

North Carolina State Historic Preservation Office

Department of Natural & Cultural Resources Western Office

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION**  
**SPECIAL CALLED MEETING**  
**August 3, 2023**

**THE WAYNESVILLE CEMETERY COMMISSION** held a special called meeting on Thursday August 3, 2023, at 2:00 p.m. in the small conference room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

**A. CALL TO ORDER**

Vice-Chairman-Edwin Fish called the meeting to order at 2:00 p.m. with the following members present:

Edwin Fish  
William Revis  
Warren Putnam

The following Committee member was absent:  
Roy Pressley

The following staff members were present:

Asset Services Manager- Julie Grasty  
Cemetery Services Specialist- Matt Wright  
Public Services Director-Jeff Stines  
Mayor Gary Caldwell

**B. Request for Double-Depth Burial Captain Hall**

Chairman Edwin Fish introduced the Cemetery Committee and Town Staff to members of the public attending the meeting. Wells Greeley with Wells Funeral Home introduced Ronnie West the contractor that will be digging the grave and Chip Killian representing the family.

Wells Greeley discussed some of the details of the funeral, it is to be held on October 10<sup>th</sup> with a procession from First Presbyterian Church to Green Hill with full Military funeral including a fly-over, drums and bagpipes. The family and guest will be seated in the Veterans Section looking downward at the grave site.

Chip Killian gave a brief history of Captain Hall and his family.

There was discussion of the plot and the double depth process with Ronnie West and Wells Greeley assuring the committee everything would be done properly. Committee Member Bill Revis had concerns with wall supporting and Veterans Section and any future damage/weakness of the wall. Chairman Edwin Fish had safety concerns and who would be responsible. Wells Funeral Home holds the responsibility since the Town is not involved in digging graves.

1. A motion was made by Cemetery Committee Chairman Edwin Fish and seconded by Committee Member Bill Revis that the Cemetery Committee approve a one-time double-

depth burial in the John Taylor Section for the family of Captain Fredrick Hall MIA contingent on the purchase of the plot and approval from the Town Council.

The motion passed unanimously.

2. A motion was made by Cemetery Committee Chairman Edwin Fish and seconded by Committee Member Warren Putnam that the Cemetery Committee recommend to the Town Council to reduce the burial plot fee to \$ 1,500 instead of the current rate of \$ 2,000 due to the amount of time it has taken the Town to approve the burial. The initial request for burial was before the rate increase on July 1, 2023.

The motion passed unanimously.

Wells Greely thanked everyone for their help and consideration.

The next meeting is scheduled for October 17, 2023, at 2:00 pm.

**F. Adjourn**

With no further business, a motion was made by Commission Member Warren Putnam seconded by Commission Member Bill Revis to adjourn the meeting at 2:30 pm. The motion carried unanimously.

**ATTEST:**

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Julie Grasty, Asset Services Manager

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Edwin Fish, Vice-Chairman

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION**  
**SPECIAL CALLED MEETING**  
**October 6, 2023**

**THE WAYNESVILLE CEMETERY COMMISSION** held a special called meeting on Friday October 6, 2023, at 2:00 p.m. in the small conference room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

**A. CALL TO ORDER**

Chairman Edwin Fish called the meeting to order at 2:00 p.m. with the following members present:

Edwin Fish  
William Revis  
Warren Putnam

The following Committee member was absent:  
Roy Pressley

The following staff members were present:

Asset Services Manager- Julie Grasty  
Public Services Director-Jeff Stines  
Assistant Town Manager Jesse Fowler

**B. Discussion on Parking in the Cemetery**

Chairman Edwin Fish turned the meeting over to Assistant Town Manager Jesse Fowler. Assistant Town Manager Jesse Fowler handed the members a map of the Cemetery showing where the road would be blocked on Halloween. The road will be blocked off to traffic along Shelton Street, Golden Drive and Veterans Circle. The area along Shelton Street is to be taped off as well as posted with no parking signs. Assistant Town Manager Fowler will include the map with the Manager's report at the October 10, 2023, Council Meeting.

1. A motion was made by Cemetery Committee Chairman Warren Putnam Fish and seconded by Committee Member Bill Revis to let Assistant Town Manager Jesse Fowler present the plan to Town Council at the October 10 meeting.

The motion passed unanimously.

Committee Member Bill Revis informed the Committee that there would not be a Historic Cemetery Tour this year.

**The next meeting is scheduled for October 17, 2023, at 2:00 pm.**

**F. Adjourn**

With no further business, a motion was made by Commission Member Bill Revis seconded by Commission Member Warren Putnam to adjourn the meeting at 2:22 pm. The motion carried unanimously.

**ATTEST:**

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Julie Grasty, Asset Services Manager

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Edwin Fish, Chairman

DRAFT

