



TOWN OF WAYNESVILLE

Cemetery Committee

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Board Members

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

Asset Services

Manager
Julie Grasty

AGENDA

March 19th , 2024-2:00 PM

Call to order-Chairman Edwin Fish

1. Approval of Minutes from January 25th, 2024 regular meeting.
2. Public Comment
3. Cemetery Update-Julie Grasty, Asset Services Manager
4. Discussion:
 - a. Master Plan Process Discussion
5. Other Business
 - a. Funeral Home Sub-Contractors
6. Adjourn

MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
REGULAR MEETING
January 25, 2024

THE WAYNESVILLE CEMETERY COMMISSION held a special called meeting on Thursday January 25, at 2:00 p.m. in the training 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:

William Revis
Roy Pressley
Warren Putnam
Beth Elsey

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 Warren Putnam, seconded by Commission member Roy Pressley, to approve the minutes of the October 17th, 2023 regular meeting as presented. The motion passed unanimously.

2. Public Comment

No public Comment

3. Cemetery Update:

Asset Services Manager Julie Grasty gave an update of Cemetery Operations. The Cemetery is fully staffed at this time and operations are normal. Wreaths Across America took place on December 16th, around 800 wreaths were placed on Veterans graves. The Cemetery staff removed the wreaths last week and Lonnie Pizza provided lunch for Cemetery Employees yesterday in appreciation of their hard work. The Town has contracted with A.G. Stone Works to repair the arch columns, that work is scheduled to begin this spring.

4. Discussion-

- a. Master Plan RFQ-**Two proposals were received in response to the Town's RFQ, The LA Group and WC Fry Design submitted proposals. A scoring sheet was provided to all meeting attendees to rate each firm. Asset Services Manager Julie Grasty informed the Committee that the scoring is based solely on qualifications and experience. There was much discussion about each firms approach to the project and prior experience and

projects. Following the discussion each member scored the proposals with the LA Group score was 59 and WC Fry score was 80. The Committee chose WC Fry Design, the results will be presented at the next Town Council meeting.

A motion was made by Commission Member Warren Putnam, seconded by Commission Member Bill Revis to select WC Fry Design to perform the Green Hill Cemetery Master Plan based upon the results of the scoring matrix.

5. Other Business

- a. **Funeral Home Sub-Contractors**-Chairman Edwin Fish brought before the committee an issue during a recent funeral of his family. The family marker had to be moved in order for the Wells Funeral Homes sub-contractor to dig the grave. He was not aware that markers were moved/removed etc. during this process. A question was raised about who was responsible for damages and Asset Services Manager Julie Grasty and Cemetery Services Specialist Matt Wright explained moving/removing markers is standard operations when necessary and the funeral home is ultimately responsible for any damages. There was much discussion about the process and it was the consensus of the committee to recommend a change to Town Policy and the Cemetery Ordinance.

The next meeting is scheduled for March 19, 2024, at 2:00 pm.

F. Adjourn

With no further business, a motion was made by Commission Member Beth Elsey seconded by Commission Member Warren Putnam to adjourn the meeting at 3:35 pm. The motion carried unanimously.

ATTEST:

Julie Grasty, Asset Services Manager

Edwin Fish, Chairman