

TOWN OF WAYNESVILLE Cemetery Committee

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Board Members

Edwin Fish-Chairman
Warren Putnam
Bill Revis
Beth Elsey
Mike Underwood

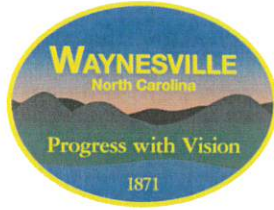
Cemetery Crew Leader

Matthew Wright

REGULAR MEETING AGENDA September 9, 2025-2:00 PM

Call to order-Chairman Edwin Fish

1. Approval of Minutes from July 22, 2025 special called meeting.
2. Public Comment
3. Cemetery Update-Matthew Wright, Cemetery Crew Leader
4. Discussion of Master Plan
5. Other Business
6. Adjourn



TOWN OF WAYNESVILLE CEMETERY COMMISSION

SPECIAL MEETING- July 22, 2025

The Town of Waynesville Cemetery Commission held a special meeting on Tuesday, July 22nd, 2025, at 2:00 pm. at the Police Department Mezzanine located at 9 South Main Street, Waynesville, NC.

Members present:

Edwin Fish (Chair)
Warren Putnam
Bill Revis
Beth Elsey

Members Absent:

Mike Underwood

Staff Members Present:

Candace Poolton, Town Clerk
Haley Dickerson, Public Works Administration Assistant
Hutch Reece, Deputy Director of Public Works (Operations)
Elizabeth Teague, Development Services Director

A. CALL TO ORDER

Chairman Edwin Fish Called the meeting to Order.

B. APPROVAL OF MARCH 18, 2025 MEETING MINUTES

A motion was made by Warren Putnam, seconded by Commission Member Bill Revis, to approve the minutes from the March 18th, 2025 meeting as presented. The motion passed unanimously.

C. ELECTION OF CHAIR AND VICE CHAIR

Commission Member Warren Putnam made the motion to recommend Edwin Fish for Chair, Bill Revis seconded. The Motion was approved unanimously.

Commission Member Bill Revis made the motion for Warren Putnam for Vice-Chair, Edwin Fish seconded. The Motion was approved unanimously.

D. PUBLIC COMMENT

There was no Public Comment

E. CEMETERY UPDATE – MATTHEW WRIGHT, CEMETERY CREW LEADER

Deputy Director of Public Works (Operations) Hutch Reece reported on behalf of Matthew Wright –The Cemetery is fully staffed, a gas Walk Behind mower purchased, and they are getting ready to purchase an electric Stihl ride on mower. The Crew is also prepping for leaf season.

F. DISCUSSION OF MASTER PLAN

Chairman Edwin Fish said they need to work towards getting the walkway surveyed before cemetery plots go there. He also said they need to work with Matthew to decide which rock walls are in the most need of repair.

G. APPROVAL OF HISTORIC TOUR

Chairman Edwin Fish made a motion to approve the October 11th tour, Vice Chair Warren Putnam seconded, the Motion was approved unanimously.

Elizabeth Teague said they would also like to include the restored archway in the tour.

H. TREASURER'S REPORT

- Veterans Lot – Commission Member Mike Underwood was absent and unable to report. Edwin asked if the American Legion could pay for the shrubbery around the Veteran's lot and that could help with erosion as well.
- Grants – Bill Revis requested that when a new grants manager is hired, they could look into grants to help with plantings or repairs at the cemetery.

I. PARKING ON MORNING DRIVE

Chairman Edwin Fish said there was no money budgeted for this project this year.

J. SURVEY OF WALKWAY FROM SHELTON STREET

This item was discussed earlier in the meeting.

K. DISCUSSION OF BANKS AND ROCK WALL REPAIR AND REPLACE

They suggested planting shrubbery to help with erosion.

L. MOWING AND MAINTENANCE OF CEMETERY

Chairman Edwin said the lower section may need more attention. Bill said he misses the flowers and landscaping that used to be around the signs.

M. HOUSE ROOF REPAIR

Edwin asked if Hutch could find out how much it would cost.

N. OPENING AND CLOSING OF GRAVES

Chairman Edwin Fish said that Julie and Matthew said previously that following up gravediggers to ensure they did a good job (didn't move or damage tombstones and replaced sod appropriately) was not their responsibilities. Edwin said there needs to be more oversight and clean up after they dig. Hutch said he would chat with Matthew.

O. OTHER BUSINESS

They requested that Hutch attend the meetings. They discussed the need for more meetings.

Chairman Edwin Fish made a motion to have meetings every other month on the 2nd Tuesday at 2pm at Public Works, with the next meeting being September 9th. Commission Member Warren Putnam seconded the motion. The Motion was Unanimously approved.

P. ADJOURN

Vice Chair Warren Putnam made motion, Bill Revis seconded.

The meeting was adjourned at 2:58pm.

ATTEST:

Edwin Fish, Commission Chair

Hutch Reece, Deputy Director of
Public Works (Operations)