

# 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

Sharon Franks-Chairman  
Edwin Fish-Vice Chairman  
Elizabeth Atkinson  
Lisa Cook  
Roy Pressley  
Warren Putnam  
Bill Revis

### Asset Services

Manager  
Julie Grasty

## AGENDA

January 17, 2023-2:00 PM

### Call to order-Chairman Sharon Franks

1. Approval of Minutes from October 18, 2022, regular meeting
2. Public Comment
3. Cemetery Update-Julie Grasty, Asset Services Manager
4. Discussion:
  - a. 20-Year Plan
  - b. FYE 2024 Budget Requests
  - c. 2023 Meeting Schedule
5. Other Business
6. Adjourn

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION  
REGULAR MEETING  
October 18, 2022**

**THE WAYNESVILLE CEMETERY COMMISSION** held its regular meeting on Tuesday October 18, 2022, 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:

Edwin Fish  
William Revis  
Warren Putnam  
Sharon Franks  
Elizabeth Atkinson  
Lisa Cook

The following Committee member was absent:

Roy Pressley

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 Sharon Franks, seconded by Commission member Bill Revis, to approve the minutes of the June 19, 2022, regular meeting as presented. The motion passed unanimously.**

**A motion was made by Commission Member Bill Revis, seconded by Commission member Warren Putnam, to approve the minutes of the September 15, 2022, special called meeting 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. At the last regular scheduled meeting, Chairman Fish informed the Committee that he no longer wanted to be Chairman. Committee Member Bill Revis asked Member Sharon Franks if she would consider taking the position. Asset Services Manager Julie Grasty asked Member Sharon Franks if she was still interested in the position, she agreed to take to the position.

**A motion was made by Commission Member Bill Revis , seconded by Commission member Lisa Cook, to elect Sharon Franks as Chairman. The motion passed unanimously.**

**A motion was made by Commission Member Bill Revis , seconded by Commission member Lisa Cook, to elect Edwin Fish as Vice-Chairman. The motion passed unanimously.**

3. Public Comment

No public Comment

4. Cemetery Update:

Asset Services Manager Julie Grasty updated the Committee on Staffing issues.

Cemetery Services Specialist Matt Wright updated the Committee on our new maintenance program and the purchase of new equipment in the Cemetery.

Committee Member Bill Revis updated the Committee on the Historical Tour that was held on Saturday, October 15. Around 60 people attended the tour and was a success.

5. CEMSITES Demonstration:

Asset Services Manager Julie Grasty gave a demonstration to the Committee of the new software program Cemsites. There was discussion about what the program features and benefits of the new program.

6. Discussion-

- a. **Old McCracken House**-Committee Members were given a copy of the report from the Town's building inspector. There was much discussion about the house and the future use.

**A motion was made by Commission Member Bill Revis , seconded by Commission member Edwin Fish, to hold off on any further action on the house until we get a 20-year plan. The motion passed unanimously.**

- b. **20-Year Plan**- After much discussion it was the consensus of the Committee to work on update the RFQ for the 20-Year plan. Committee Members Lisa Cook and Bill Revis will work together to update the RFQ.

**E. Other Business**

Chairman Sharon Franks informed the Committee that she had been approached by individuals wanting to do "The Lights of Love" at Christmas. The Committee talked about the process of getting permission from the families before anything was placed on graves and they would need permission from the Committee if it was to be a group project. Chairman Sharon Franks said she would read the ordinance and let the individuals know the Town's policy.

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

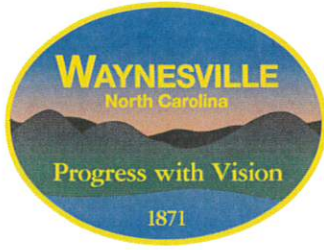
**F. Adjourn**

**With no further business, a motion was made by Commission Member Edwin Fish seconded by Commission Member Elizabeth Atkinson to adjourn the meeting at 3:43 pm. The motion carried unanimously.**

**ATTEST:**

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Julie Grasty, Asset Services Manager

\_\_\_\_\_  
Sharon Franks, Chairman



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Bill Revis

### Asset Services

Manager  
Julie Grasty

The Town of Waynesville Cemetery Committee is scheduled to meet the 3<sup>rd</sup> Tuesday at 2:00 pm in the months of January, March, July, and October.

**January 17, 2023**

**March 21, 2023**

**July 18, 2023**

**October 17, 2023**