



CEMETERY TRUSTEES
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MINUTES OF THE CEMETERY TRUSTEES

Tuesday, February 25, 2014, 7:00 p.m., Town Hall Conference Room

Members Present: Chair David Gill, Paul Hayden

Absent: Dick Rugg

Also Present: Kevin Van Etten – Sexton, Vaughan Morgan - Selectman

Chair Gill opened the Cemetery Trustees meeting at 7:08 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

1. Cemetery By-Laws

Chair Gill announced it would be the final review of the proposed Cemetery By-Laws before Town Meeting. He continued that the proposed by-laws, in their entirety, were included in the warrant articles. Although there will be a warrant article to discontinue the 1957 By-Laws and replace with the proposed, the By-Laws will not be included. He wanted to avoid confusion with residents thinking they were voting new By-Laws when they were rescinding the 1957 By-Laws. Copies of the proposed By-Laws as well as those from 1957 will be available at Town Meeting.

MOTION: Chair Gill moved to approve the proposed Cemetery By-Laws to become effective upon the 1957 By-Laws being rescinded at the March Town Meeting. Second – Mr. Hayden; all in favor. ***MOTION CARRIED***

2. Bookkeeper Update - RSA 289:18 Statement

There is a required statement that must be included with each lot sold. If this is not presented at the next meeting by Mr. Rugg, Chair Gill will research alternatives. The Cemetery Trustees are waiting for Mr. Rugg to fulfill his duties as bookkeeper in the sale of lots.

3. Cemetery Bank Account

Due to Mr. Rugg's absence, Mr. Hayden has not been added to the account. The bank requires all people on the account be present when adding a new signer. The next step would be to approach the Board of Selectmen.

4. 2014 Focus Areas, Projects and Timelines

The Trustees and Sexton agreed that mapping needs to be completed, possibly by June. Chair Gill told Mr. Morgan that Mr. Van Etten prepared a schematic of lots.

Vaughan Morgan, 16 Holly Lane: The Town Clerk discovered some documents that were in the safe at the Town Office. Chair Gill responded that they have gone through a box of cemetery documents. The box found in the safe dates back to 1904. There is a binder in the box that has been hermetically sealed, but there are other documents that were not. Chair Gill will meet with the Town Clerk and Deputy Town Clerk for assistance in cataloging the contents of the box. Mr. Morgan suggested enlisting the aid of George Hayden and Leroy Syphers.

Chair Gill felt that scanning the hermetically sealed documents as well as anything recent and storing it in the cloud may be a solution; Mr. Morgan will loan the Trustees a hand scanner.

Chair Gill reviewed the goals for 2014: mapping, possibly completed by June; scanning documents, which may take two years to complete; road repair by end of summer; stump removal; replanting trees in September; cleaning and restoration of headstones and footstones.

5. Approval of Minutes: Tuesday, January 28, 2014

MOTION: Chair Gill moved to approve the minutes of Tuesday, January 28, 2014. Second – Mr. Hayden; all in favor. **MOTION CARRIED**

6. By-Laws and Town Meeting

A copy of the proposed By-Laws and the 1957 By-Laws to be rescinded will be available at Town Meeting on Saturday, March 15, 2014. If the 1957 By-Laws are rescinded, the proposed By-Laws will become effective immediately. If residents have concerns, they are welcome to attend the Cemetery Trustee meetings.

If the 1957 By-Laws are not rescinded, they will have to be enforced by the Trustees. Mr. Hayden stated that over the years, the Cemetery Trustees added to the By-Laws without going to a Town vote. Chair Gill responded that the RSA states the Cemetery Trustees are within their rights to change the rules; however, the 1957 rules remain in place until they are rescinded. Mr. Hayden's concern was the price being charged for lots currently may have to revert to the 1957 prices if the By-Laws are not rescinded. Mr. Morgan suggested they contact LGC for clarification.

7. Adjournment

MOTION: Chair Gill moved to adjourn at 7:34 p.m. Second – Mr. Hayden; all in favor. **MOTION CARRIED**

NEXT MEETING

Tuesday, March 25, 2014 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Tuesday, April 22, 2014