



CEMETERY TRUSTEES

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MINUTES OF THE CEMETERY TRUSTEES

Tuesday, August 22, 2017 – 7:00 p.m. – Town Hall Conference Room

Members Present: Bob Ellwood, David Gill, Michele Kaulback

Also Present: Paul Hayden - Sexton

Chair Gill opened the Cemetery Trustees meeting at 7:00 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

1. Calendar – Stones/Stumps

P. Hayden informed members that for the next five weeks his schedule was full on the weekends. The road will not be done next year. They will try to start removing the stumps in October. There was also a discussion about dirt. P. Hayden asked that when dirt is put back around the headstones they try to remove the rocks, if possible. Using the tripod to lift stones into place was discussed. When doing work sessions on weekends, they've been focused on straightening stones.

Work sessions for the cemetery will be on Sunday, August 27, 2017—if ground pokers are available, that will be done, if not headstones will be cleaned; Sunday, September 10, 17 and 24, 2017—cleaning headstones.

2. Purchase of Paper Maps

Chair Gill would like each member to have a copy of the paper maps. M. Kaulback has the maps and will drop them off at the Town Hall. P. Hayden suggested making four copies, keeping the original in the safe in the Town Hall.

MOTION: Chair Gill moved to pay for the purchase of four sets of the paper maps for all members and the Sexton from the Cemetery Trustees budget. Second – M. Kaulback; all in favor. MOTION CARRIED

3. Columbarium

Chair Gill noted that the last half of the cemetery needs to be validated; the old half is full for the most part. Chair Gill stated he would like the digger to see the path. P. Hayden explained that the digger uses a small machine (a small rubber track excavator), puts down plywood and can easily get between the stones; Chair Gill will not have to meet with the digger at this time. Chair Gill would like to estimate the number of remaining casket and cremation lots. Once that is known, they can meet with the Selectmen to discuss options: additional land or purchase columbariums. A warrant article may be an option for purchasing columbariums, if the Selectmen agree. The cost is approximately \$30,000 for 72 notches, or 144 people. P. Hayden reminded members that space had to be left for transients.

There is a possibility of moving the fence if trees are removed. An additional 40 plots may be gained by moving the fence, or space for a columbarium. It was noted that nationwide, 50% of all burials are cremations.

4. Road Repairs

Road repairs are dependent on stump removal. If P. Hayden is able to purchase the Harley Rake, he can grade the road before winter.

5. 2018 Budget

P. Hayden, as Property Maintenance Supervisor, is purchasing a Harley Rake to be used on the fields and to grade the roads in the Cemetery; he also plans to de-rock a portion of the Cemetery and plant grass. There is \$8,500 in the Town budget; he would like to purchase one that works better with his equipment for \$10,500. He asked the Cemetery Trustees for \$2,000 from their budget. The Harley Rake is a rock hound, grader, and used on skid steers when new lawns are planted.

Chair Gill reviewed bills paid through the budget: water at \$150; the contractor working with A. Bauer on the Cemetery program; Sexton salary; purchase of maps.

MOTION: Chair Gill moved to allocate \$2,000 towards the purchase of a Harley Rake, contingent upon Board of Selectmen approval. Second – M. Kaulback; all in favor. MOTION CARRIED

Chair Gill recommended P. Hayden discuss the additional funding with the Board of Selectmen.

Discussed as part of the 2018 budget were the columbariums; A. Bauer will attend the next meeting to discuss the purchase of a new computer; purchase of cemetery software. The software currently being used is not user friendly and doesn't allow for the information needed. There was a discussion about programs other communities may use as well as attending the Cemetery workshop that's held annually. Several years ago, someone from the State met with the Cemetery Trustees and explained the cemetery RSA's. Chair Gill suggested contacting that person for a software program recommendation. Chair Gill asked members to do some research on software programs that may be available.

P. Hayden recommended that the Trustees speak to the Town Administrator about meeting with the Selectmen regarding the columbarium, including the cost and installation. A concrete pad will be needed. Budgets are due to the Town Administrator no later than September 15, 2017. The budget will be submitted as is.

MOTION: Chair Gill moved to submit the same budget amount for 2018. Second – M. Kaulback; all in favor. MOTION CARRIED

6. Approval of Minutes

MOTION: Chair Gill moved to approve the minutes of Tuesday, May 23, 2017. Second – B. Ellwood; all in favor. MOTION CARRIED

7. Other Business

Ground Pokers: The Cemetery Trustees would like to purchase or make two ground pokers. The ground pokers would be helpful in determining what plots are available. Chair Gill was concerned that every lot that has been sold may not have a head stone. Over the winter, the paperwork will be sorted through for lots that may have been sold but are not on the maps. P. Hayden will check with White's about a ground poker. Kevin Van Etten may have a ground poker in his truck that can be used.

There was a discussion about purchasing an adhesive at the local hardware store to be used on repairing headstones.

MOTION: Chair Gill moved to approve the purchase of adhesive at a local hardware store to be used on repairing headstones. Second – B. Ellwood; all in favor. MOTION CARRIED

8. Adjournment

MOTION: Chair Gill moved to adjourn at 7:48 p.m. Second – M. Kaulback; all in favor. MOTION CARRIED

NEXT MEETING

Tuesday, September 26, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted: Charlotte Hussey, Secretary to the Boards

Approved: Tuesday, October 24, 2017