



CEMETERY TRUSTEES

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MINUTES OF THE CEMETERY TRUSTEES

Tuesday, October 24, 2017 – 7:00 p.m. – Town Hall Conference Room

Members Present: Bob Ellwood, David Gill, Michele Kaulback

Also Present: Paul Hayden – Sexton; Amy Bauer – Deputy Town Clerk

Chair Gill opened the Cemetery Trustees meeting at 6:52 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

1. Other Business

Priscilla Bourassa was at the meeting on Tuesday, September 26, 2017, and was at this meeting to review the Trustees findings. M. Kaulback told her the area had been measured cornerstone to cornerstone, resulting in eight plots; however, there is a walkway that can be extended to add two plots. P. Bourassa was concerned about not being next to her husband. P. Hayden noted that the corner markers indicate an eight grave lot, and the markers must have been placed when the plots were purchased. The Trustees must go by the corner markers and a 12 grave lot doesn't fit. The Trustees concentrated on one side of the lot, and will go back to measure the other side. There was further discussion about the number of plots and the number indicated on her receipt. P. Bourassa insisted that a 12 grave lot was purchased; she was there when the lots were purchased. Chair Gill responded that the corner markers and price paid indicate an eight person; he can't validate the stub as a 12 person lot. P. Hayden told P. Bourassa that their goal was to have her next to her husband. P. Bourassa responded she also wanted four more graves. Chair Gill stated he has documentation it's an eight person lot as well as markers indicating it's an eight person lot. There was room in a walkway that can be used to help out; they're unsure what's on the side next to her husband. P. Hayden, again, stated the most important thing was to get P. Bourassa next to her husband, not how many people could be buried there.

Chair Gill stated they will find the edge of the other side and measure. They should have more information at the meeting on Tuesday, November 28, 2017. The Trustees will look again on Sunday, October 29, 2017, at 9:00 a.m.; P. Bourassa is planning to be there.

2. Computer Software

Amy Bauer and Chair Gill participated in a computerized presentation for CemSites. The cost of the program is \$8,700, plus \$1,200 per year. A. Bauer told the Trustees the program provides all the information they're looking for: purchase date, plot location, etc. It's a cloud-based program; however, it can't be accessed by the public. Existing data can be converted.

Pontem Cemetery Management Software contacted A. Bauer earlier in the day. She will forward a link to the mapping demo. This software allows public access. The cost is \$1,500, plus \$494 annually. Existing data can be converted. Stratham uses this software and is happy with it. Both programs show available plots and where people are buried as well as other information.

Trustees discussed payment of the software program. P. Hayden suggested the Perpetual Care account because it's a cemetery improvement/upgrade. P. Hayden will check with the Town Administrator.

3. Map Administration

There was a discussion regarding plot locations, which was continued to the meeting Tuesday, November 18, 2017. Kevin Van Etten, former Sexton, will be invited to the November meeting. Trustees should be advised of any plot sales, burials, stones installed, etc.

4. Calendar

While at the cemetery on Sunday, October 29, 2017, the Trustees will be researching the following plots: Bourassa, Hall/Kerns, and Heidi Hamilton.

5. Approval of Minutes

MOTION: Chair Gill moved to approve the minutes of August 22, 2017. Second – M. Kaulback; all in favor. MOTION CARRIED

The minutes from Tuesday, September 26, 2017, were continued to the next meeting.

6. Other Business

P. Hayden informed the Trustees he received a call from a woman regarding corner markers not being installed on her plot. He had installed the markers; the Trustees felt they may have been stolen. They will check further on Sunday, October 29, 2017.

B. Ellwood suggested reserving some areas for situations similar to Bourassa. P. Hayden explained that there is an area reserved. There was a discussion about two person vaults. The RSA allows a casket to be moved within the cemetery but cannot leave the cemetery without permission. B. Ellwood will contact a neighboring town for more information. Tom Duffy will also be contacted for his thoughts.

7. Adjournment

MOTION: Chair Gill moved to adjourn at 7:58 p.m. Second – M. Kaulback; all in favor. MOTION CARRIED

NEXT MEETING

Tuesday, November 28, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted: Charlotte Hussey, Secretary to the Boards

Approved: Tuesday, November 28, 2017