

~~Unapproved~~ **APPROVED**
Cemetery Trustee's Public Meeting Minutes
Monday September 22, 2014

Attendance: Trustee Chair Richard Snow, Trustee Carleton Robie, Trustee Amanda Soares, Trustee Dave DePuy, Trustee Boyd Chivers, and Administrative Assistant Andria Hansen.

Trustee Snow called meeting to order at 8:40 p.m.

Regular Business

1. **Proof of posting.** Trustee Snow noted that he posted the agenda.
2. **Review and acceptance of minutes of the previous meeting (6/23/14).** Trustee Soares motioned to accept the June 23rd, 2014 Cemetery Trustees meeting minutes as written. Seconded by Trustee DePuy. All were in favor. Motion carried.

Other Business

3. **Review of voucher for reimbursement of perpetual care.** Trustee Snow said the Cemetery Trustees have to create a voucher. This means if they go with Trustee DePuy's suggestion, they have to go into the individual lines and tell them (TTF) how much we want them to take out of the individual lines to be able to get the \$3,000. This is what the voucher will have to say. Trustee Chivers said didn't we just talk about this in the Selectmen's meeting. Trustee Snow relied they didn't talk about how they were going to create the voucher. You can't to the Trustee of the Trust Fund and say you want \$3,000. You have to go to them and say you want this amount money for each one of those 411 funds. Trustee Chivers asked if they were going to give us 411 checks. Why don't we just ask for the total? Trustee Snow said the produce the MS-9 for the cemeteries for the perpetual care trust funds every year. The bookkeeper needs to know how much she takes out of each one. Trustee DePuy explained in his report it identifies lots by number where they would take all of the interest for all of the lots except for the numerated lots they would only take up to \$25. Trustee Snow said for those its \$25 and the others are \$9.89. Trustee DePuy said it's all the interest they earned. They are setting a cap \$25 per lot. There are some lots that earned more than \$25, so they are only taking up to \$25. The reminder we are forgoing. He felt they could give the Trustees pages 3 and 4 of his report. Trustee Snow said they need to add it up to see if it adds up to the \$3,500. Trustee DePuy said unless his math is wrong it does. The amounts received are listed. They would be taking all of the amounts except for the ones that are enumerated in this report. It would be limited to \$25. Trustee Soares said why don't they see how this goes when they submit it to the Trustees before they start making vouchers. See if it is acceptable before they start doing this extra work. If they have to make vouchers they will decide on an acceptable voucher. Trustee Snow said this is a methodology that they will be passing to the Trustees of the Trust Fund as a method and we would have to produce a voucher. He would prefer to produce a voucher right now and say this is a voucher for this methodology and do they want to pay the voucher. They will come back

and tell us if this is an adequate method. Trustee Soares understood but don't the Trustee of the Trust Fund decide what an acceptable voucher is or is not. They need to have a piece of paper that says they have to vote first to take the money out of the Trust Fund. To get the money from the Trustees we have to tell them where we want to take it. He explained he thought he could create a voucher based on what Trustee DePuy is saying. Take the money that was received in 2013 and the other ones take \$25. The total of those has to come out to the \$3,500. He will create voucher with the backup material to take the money out of the perpetual care funds and they'll send us a check. There was no further discussion on the voucher.

New Business

- 4. Decision about Winter Cemetery access and vehicular traffic.** Trustee Snow said they talked about this at their last meeting. There have been people driving around because the gate is open. They are getting stuck and the Road Agent has to go and get them. People can drive over the lots, he's hasn't seen any evidence of that. The only reason the gates are open now is because there is one family that has a family member in the cemetery. They asked a prior Board if they would leave the gates open, so they could get out there. The town has plowed the area for them. His recommendation is that they go back to what it was before. The cemetery gates are closed from the 1st of December until the 1st of April. No vehicular traffic is allowed in the cemetery in those dates. The only traffic they would see in there is where Road Agent Lewis plowed just past the tomb. If that tomb gets full there is another tomb on the other side and they would have to somehow get to. It hasn't had any bodies in it for as long as he's known. Trustee Chivers asked if the family would be offended if they closed the cemetery. Trustee Robie didn't think so, but he would talk to the family if the Board would like. Trustee Snow said his understanding was they go to that grave on a regular basis and they can certainly walk in there. They are not preventing anything except the vehicular traffic which is now more than just them. Trustee Chivers said just explain to the family that they are having a problem with the people getting stuck in there. Trustee Robie added they can't have personal vehicles up there plowing that's how other people graves get run over. Trustee Chivers thought it was a good policy. Trustee Chivers motioned that all of the cemeteries in town are closed to vehicular traffic from December 1st until the April 1st. Seconded by Selectman Soares. All were in favor. Motion carried.

Other Business

- 5. Future meeting schedules.** Trustee Snow said they are electing new Cemetery Trustees next year. There are three Cemetery Trustees elected and the Board of Selectmen is responsible for appointing the other two of the five. He's not sure what the best way is, but he would suggest the Board appoint two in December. They will recruit people that would be interested in being appointed to Cemetery Trustees in to March. Then the other three would get elected in March. Otherwise three out of the five will get elected in March and then they will have to go through the appointment process after that. This means after the election there is a period of time where you won't have the two Cemetery Trustees which means you are working with three and you're waiting for a new Board to

be able to take the action. Trustee Robie thought that was a good suggestion and the people voted for this last March. It is the Selectmen's responsibility to solicit the Trustees, elected and appointed. He thought they could start that process now. They could advertise to see if anyone is interested in being a Trustee. They are going to appoint two first and the ones that run at election don't feel offended that they didn't win and they wouldn't want the appointment. He felt they could appoint the first two because that is what the town voted for. They should start that process now. Trustee Snow said he would get it on the website. Trustee Snow mentioned the next meeting would be towards the end of December and at that point in time they will have some names before them and they can appoint two. Trustee Robie said they talked about bylaws at the last meeting. Trustee Snow said he hasn't done anything on it. There was some discussion about planting bushes in the cemetery. Trustee Robie said they need to make some regulations, because it is out of control. The bushes are getting too big and at point do they pull them out. If you look at the City of Manchester if you don't have a place for your urn, you can't put it on the ground. Trustee Chivers said it makes it easier to maintain. Trustee Snow said there are two theories on maintaining a cemetery. One is you want a place where people can grieve over their loved ones. The other is you want to easily maintain it. He noted whatever regulation they come up with they will need to have a public hearing. These are the people's graves and as long as they aren't bothering their neighbors they can do what they want with it. Trustee Soares said we are maintaining it with money from the town. If the people want to complain about it they are just going to leave it. Trustee Snow disagreed with Trustee Soares' comment. Trustee Robie said this is a serious issue. The more people pass away, the more elaborate the graves seem to be getting and with no regulations they have no control. There was discussion about the graves and trees that were planted in the cemeteries. Trustee Chivers didn't think it was unreasonable to have a regulation that facilitates ease of maintenance. Trustee Soares noted more and more cemeteries are going to it. Trustee Chivers said otherwise they could spend hours tinkering around these graves. Trustee DePuy mentioned that Terry Knowles said the deed should say "for the entire cemetery" they should do away with the lot by lot thing and perpetual care is for the whole cemetery. It was decided that the Trustees will discuss the bylaws at the next Cemetery Trustee's meeting.

Trustee Soares motioned to adjourn at 9:04 pm. Seconded by Trustee DePuy. All were in favor.