

Unapproved
Candia's Cemetery Trustees Public Meeting Minutes
Friday, March 13, 2015, 7 p.m.

Attendance: Chairman Richard Snow, Trustees: Holly Haas, Theodore Michalek, Carlton Robie, and Mark Siemonsma, Jerry and Donna Becker.

Chairman Snow opened the meeting welcoming everyone to the Annual Meeting of the Cemetery Trustees. He discussed the agenda and had a call to order, subject of RSA 91-A, specific to the Right to Know Laws that pertain to the proof of posting the meeting notice and stated that it was properly posted. Chair Snow mentioned the Agenda was sent out to everyone via e-mail and Carlton Robie's was put in his box in the Selectman's office.

Chairman Snow gave Introductions on the Trustees:

Ted Michalek - who also volunteers at the Library;
Carlton Robie - who is on the Board of Selectmen, currently the Chair;
Dick Snow - Chair of Cemetery Trustees;
Mark Siemonsma - volunteers within the Town;
Holly Haas - newer resident who bought the Rand Property on High Street.

Chairman Snow discussed the plan on reopening the cemeteries on April 1st, the Duties and Responsibilities and the By-Laws of the Cemetery Trustees and calling to NH RSA Section 289. The first order of business of RSA 289:6 states that there needs to be voted in a Chair and a Bookkeeper.

Carlton Robie made a motion to have Dick Snow as Chair which was seconded by Mark Siemonsma. All were in favor and Dick Snow became official Chairman of the Cemetery Trustees.

Next Chairman Snow discussed the Bookkeeper position. Carlton Robie asked Holly Haas if this was something she would be willing to do, she agreed to it and Carlton Robie made a motion to have Holly Haas as bookkeeper. Mark Siemonsma seconded the motion. A discussion on the

duties of the bookkeeper began and then put to vote. All were in favor and Holly Haas became the official Bookkeeper.

Chairman Snow read and discussed the duties and responsibilities and the possible opening of the cemeteries on April 1, 2015 and the service of the Supervisor of Cemeteries, whether that was the correct term; Supervisor of Cemeteries, Sexton or Custodian - and if Mr. Becker was interested in continuing in his roll. Carlton Robie discussed the roll of the Supervisor, what the trustees need to accomplish the task that Mr. Becker has done in the past. Mr. Robie believes that there should be one person who should be responsible for each cemetery, so a person knows who to go to when asking about purchasing a lot. He believes that is the roll for the Supervisor of Cemeteries.

Holly Haas asked how many cemeteries are the Trustees maintaining and if the private burial grounds were included. Mr. Becker states there are 7 public cemeteries that he maintains and there are 15 total, 8 on private land.

Carlton Robie states that the Heritage Commission is getting a list of non-maintained property. Mr. Robie will get more information on these cemeteries and talked about a master plan that they developed about 10 years ago.

Chairman Snow discussed about the New Hampshire Cemetery Association (NHCA) memberships available and it was the Chairs intent to use 6 x \$20 in the money out of the Administration portion of the Cemetery Budget. On this application, Chairman Snow asked for us to fill out our public information for the Association membership Information. There are no expenditures to date this year on the Cemeteries but that is because they are not opened until April 1st. The employee that maintains the cemeteries is an employer of the Town and works closely with Mr. Becker.

Chairman Snow also spoke of the NHCA Spring Meeting, registration for which he handed out to the Trustees and the opportunities to learn more about cemeteries. This is not going to be paid by cemetery funds but if anyone is interested in going he can include them in the same envelope as his. He will be attending.

Chairman Snow discussed the actions that need to be taken:

One being - to resolve the issues with Mr. Becker;

The second one - to get the budget ready and to put it in Carlton Robie's box in the Selectman's office.

Meetings schedules were discussed and Chairman Snow explained the procedure of meetings, according to the By-Laws. He discussed the purpose of having 5 Trustees for meetings, work meetings which can include only 2 trustees.

Chairman Snow asks the Trustees when they would like to meet. Discussions on days and times ensued. Ted Michalek stated that Fridays were rough for him in the summers. Carlton Robie also didn't care for Fridays and suggested a Wednesday or Thursday evening around 5 or 6. Holly Haas stated it didn't matter for her; she works at home at her own business so she's pretty much open any day and time. Chair wants Trustees to think about it and get back to him on the days and times that each are available.

Carlton Robie discussed that they needed to make a decision to take care of those who need deeds, perhaps not now, but shortly and he thought we should continue with Mr. Becker.

Holly Haas offered her paralegal background to draw up the deeds. Chairman Snow stated the deeds need to be changed according to Statute.

There was a discussion on Mr. Becker's roll and what the Cemetery Trustees need to have knowledge on regarding cemeteries and where lots are available for sale and what the sales process entails. Discussion on Rules and Regulations need to be drawn up in the future.

Ted Michalek asked if we knew what other towns do and to get ideas from them. Discussion on procedures and getting feedback from the public ensued. Processes and procedures needed to be defined. Ted Michalek asked if we had guidelines. Chairman Snow stated that this is what he and Mr. Becker need to iron out. Mr. Becker replied that he and the whole board need to work at this.

There was discussion on Cremains, Burials and the "going price of land". Chairman Snow talked about selling the right for the land or the right to inter. He gave a short history on the burials in Town, defining record keeping, perpetual care and past inventory. Chairman Snow discussed Jim Lindsey's great contribution on getting a database on cemeteries, who is buried in the lots, what lots are open in each cemetery and so on.

Ted Michalek asked if there are bodies now in the tomb. Mr. Becker answered that there a five bodies – 2 being cremains.

Holly Haas asked if we allow cremains to be buried on top of an already buried body. Mr. Becker replied yes.

Carlton Robie asked when did the Trustees allow this and vote on this procedure. A discussion ensued. Mr. Becker discussed a scenario of a newborn burial, cremains, depth of burials for both caskets and cremains and that there are no rules that dictate they can or cannot do it. Mark Siemonsma stated that there needs to be guidelines drawn up.

Carlton Robie would like to know about Mr. Becker and his position? Chair discusses Mr. Becker's title and job description in his views. Charlton Robie states that he would like to leave Mr. Becker's job and title like it is.

Mark Siemonsma asks the Chair to ask Mr. Becker to see if he would like to do what he's been doing. Chairman Snow asks Mr. Becker if he would like to continue doing what he was doing for now. Mr. Becker replies that he would like to continue what he is doing, yes.

Chairman Snow stated that he and Mr. Becker need to get together to discuss. Mr. Becker stated that the whole board and he need to discuss. Mark Siemonsma asks to get the details of his job. Mr. Becker gives his job description. Carlton Robie states that is exactly what we should continue to do. Mark Siemonsma asks to make a motion to vote to let Jerry continue doing his job. A Discussion on the changes of the deed ensued.

Mark Siemonsma makes a motion to keep Jerry Becker doing what he has been doing in the past. Carlton Robie seconds the motion. All are in favor. Mr. Becker will continue to do his job as he has in the past.

Mark Siemonsma makes a second motion to have Jerry let the Board know when he sells lots. Carlton states that he does that already, that it's in his job description. Ted Michalek comments that the time frame starts immediately.

Discussion on maintenance ensues. Carlton explains that Mr. Bob Pike does the maintenance and everyone leaves him to do his job. Mr. Becker states he even leaves him to do his job.

Holly Haas asks about being sworn in. Chairman Snow states that she can do that within the week.

Chairman Snow made a motion to adjourn 8:15 p.m. Seconded by Carlton Robie – All were in favor.