



## **Town of Candia Cemetery Trustees**

### **Meeting Minutes – July 16, 2015**

Chairman Snow opened the meeting at 6:30 PM in the Meeting Room of the Candia Town Office Building and provided proof of posting. Trustees Michalek and Siemonsma were also present.

Mark moved and Ted seconded to approve the 6/18/15 minutes as presented. Approved 3-0

ATV activities in the Village Cemetery and webcam surveillance in Holbrook cemetery were discussed.

There was extensive discussion about having multiple lot numbers on a single deed and the problems that it would create. Mark moved and Ted seconded that there would only be one lot number on a deed. Approved by a 3-0 vote.

Discussion ensued about authorization to reimburse administrative expenses by the bookkeeper. Mark moved and Ted seconded a motion to authorize the reimbursement of \$31.00 to Holly Hass for the purchase of paper for the preparation of deeds from the administrative budget line. Approved 3-0.

Extensive discussion ensued relative to the cemetery trustee's bylaws, operational rules and regulations for cemetery trustees business and cemetery rules and regulations for the public's use of the cemeteries. Dick presented the previously approved copy of the Bylaws and draft copies of the Trustees Operational Rules and Regulations and the Cemeteries Usage Rules and Regulations. It was explained that the Bylaws were how the cemetery trustees operate as a board. They were revised and readopted by the trustees at their May 21<sup>st</sup> meeting. A discussion followed about the statutory authorities and responsibilities of cemetery trustees. It was explained that there appeared to be two different sets of regulations authorized by statute, one to define how the trustees did their business with the public and one to define the rules and regulations for the public use of the cemeteries. It was further explained that the drafts presented at the meeting were the results of combining those features of the current rules and regulations from the towns of Amherst, Auburn, Goffstown, Hooksett, Weare (the template used by Holly and presented at the last trustee meeting) and Windham. Windham was noted as a professional example of how to properly proceed with the process of establishing cemetery rules and regulations.

A line by line review and discussion of the draft of the Trustees Operational Rules and Regulations was done. It was noted that they defined how to and authorized the trustees to properly proceed with the additional efforts of establishing use regulations for the cemeteries and formally changing perpetual care trust funds collected during the sale of cemetery lots from an individual lot perpetual care fund to a general cemetery maintenance trust fund. Development of a necessary Cemetery Fee Schedule was defined as an action item for the next meeting, subject to a public notice/announcement of the establishment of cemetery rules and regulations and possible pending changes in cemetery fees at that meeting. After extensive discussion, Mark moved and Ted seconded a motion to approve the Trustees Operational Rules and Regulations as presented, effective July 16, 2015. Approved 3-0.

## **Cemetery Trustee Meeting Minutes – June 18, 2015**

A line by line review, extensive discussion and revision of the draft of the Cemeteries Usage Rules and Regulations was then done. It was again noted that the Windham rules and regulations, which had apparently been used as the template for the Auburn rules and regulations, had been, with some reordering of sections and language changes to better fit Candia's specific circumstances, used as the template for our draft document. Revisions were made, including incorporating email suggestions from Holly about adding slate as an appropriate headstone material. Discussion and revisions continued for almost an hour and a half, until the trustees were satisfied with their efforts for the evening. Mark then moved and Ted seconded a motion to approve the Candia Cemeteries Usage Rules and Regulations as amended, effective July 16, 2015. Approved 3-0.

Copies of the previously adopted Bylaws, the currently adopted Trustees Operational Rules and Regulations and the currently revised and adopted Candia Cemeteries Usage Rules and Regulations will be delivered to the other trustees, staff and the public after the revisions are incorporated and the effective dates are inserted into the documents.

Current, updated member and staff listing were noted as available for review. They will be distributed to the trustees and the public, as appropriate, next week.

Materials available from the New Hampshire Cemeteries website, including cemetery fees charged by other NH cemeteries, were noted as available for review, prior to the next meeting, so we can be prepared to discuss and approve the necessary Cemetery Fee Schedule to go with the newly adopted rules and regulations at that meeting. There was also discussion about the possibility of using less expensive corner markers in the cremation section.

Ted motioned to adjourn at 9:18 PM, Mark seconded, motion passed unanimously. Immediately after adjourning it was noted that the sexton's monthly report had been left with Carleton's folder. Copies were distributed to the members. Next regularly scheduled meeting is Thursday, August 20, 2015 at 6:30 PM.