



Town of Candia Cemetery Trustees

Meeting Minutes – November 17, 2015

Chairman Snow opened the meeting at 6:35 PM in the Meeting Room of the Candia Town Office Building and provided proof of posting. Trustees DiMaggio, Hass, Pouliot and Robie and administrative assistant Donna DelRosso were also present. The newest members were welcomed to the trustees.

Carleton moved, Holly seconded to approve the 11/19/15 minutes as presented. Approved 5-0.

The trustees discussed the work in progress identifying and recording the sale, location and status of lots. Holly is working diligently to update the Holbrook Lot maps and develop an application for the sale process. There are three outstanding applicants, DelRosso, Dann and Young, intended to close before the end of the year.

Discussion ensued on the procedure used for flags placed on veteran's graves. Mike will check out local, state and federal rules and regulations relating to flags. The process and the groups currently involved in the process were also discussed with the goal of establishing a consistent and proper policy.

The current condition of lots, gravesites and corner markers were discussed. Corner markers are an issue, some are missing, mislabeled, broken. Members will discuss options to repair and or replace. Some markers are in the area of public walkways between rows of lots. The Cremation area should be an ongoing topic of discussion. There is an issue of the improper installation of monuments in that section. The possibility of closing Section A and opening a new Section B was discussed.

The process for purchasing cemetery lots was discussed. Holly is working on an application form. Providing applicants with the current rules, regulations and fees was also discussed.

The possibility of being able to afford a sexton in 2016 was discussed. A job description is needed.

Carleton reported on the successful removal of dead wood from the Village Cemetery trees.

The maximum number of gravesites per lot was discussed. Holly motioned to limit the maximum number of gravesites per lot to eight (8), Tom seconded. Dick motioned to amend, motion failed for lack of a second. There being no further discussion of the original motion, the motion was approved by a 4-1 vote.

Tom & Holly discussed the use of a CAD system to document the lot locations. He volunteered to help Holly with that task. Mike also mentioned the advantages of using GIS systems for the cemeteries.

Holly moved to approve Donna's hours for October at 3 hours, Mike seconded. Approved 5-0.

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Carleton suggested amending the draft fee schedule, increasing the corner marker fee from \$225 to \$325. After significant discussion, including the question of how we'd fund the replacement or repair of missing or damaged corner markers, Carleton moved to amend and to approve the Fee Schedule as amended, effective January 1, 2016, Tom seconded. Approved 5-0.

Four draft warrant articles were presented for consideration.

Article 1, establishing the cemetery general maintenance trust fund was moved by Carleton, seconded by Holly, discussed and approved by a 5-0 vote.

Articles 2 & 3 were discussed, moved by the chair and failed for lack of a second.

Article 4, discontinuing the elected office of Superintendent of Cemeteries was discussed and moved by Tom, seconded by Holly and approved.

Dick will submit the list of the two requested warrant articles to the selectmen for inclusion on the 2016 Town Warrant.

Copies of plot plans for Holbrook Cemetery done by Jim Franklin in 2010 were distributed. A box of index cards found in a previous cemetery employee's shed was given to Holly for safekeeping.

Action items included (Mike) reviewing the Flag Code, (Holly) distributing copies of the application for Lot purchase to the trustees for review, publishing the newly adopted Fee Schedule and contacting Terry Knowles about the Cremains Section renumbering requirement.

Carleton motioned to cancel the regularly scheduled December meeting because of the holidays, Tom seconded. Approved 5-0.

Motion to adjourn at 9:10 PM, seconded and approved 5-0. Next regular meeting is scheduled for Thursday, January 21, 2016 at 6:30 PM.