



Town of Candia

Cemetery Trustees

74 High Street

Candia, New Hampshire

03034

Meeting Minutes – March 12, 2010

Chairman Snow opened the meeting at approximately 7 PM in the Meeting Room of the Candia Town Office Building and provided proof of posting. Trustees Duarte, Kelley and Robie, as well as Trustee-elect Soares and Superintendent of Cemeteries Jerry Becker were present. A number of interested Candia residents, including Jim Franklin, Jon Gunnarson, Dennis Lewis and Tom & Mary Hayes were also present.

Jim Franklin provided an update of the progress toward the goal of having a perimeter survey for the East Candia, Hill and Island cemeteries and deed research completed on the Village and old Village Cemeteries. Discussion of the process and the status of Jim's contract followed. Fred Kelley wanted to ensure that Jim got paid for his work. Dick ensured him that he would be paid.

A long discussion of the need for upkeep of abandoned cemeteries in town and the proper process and methodology for accomplishing that goal ensued. Information on the statutes relating to abandoned cemeteries was distributed and discussed. It was noted that the process was a joint Cemetery Trustee/BOS responsibility, with the BOS responsible for determining access to private cemeteries and the takeover of abandoned cemeteries and that the Palmer Road Cemetery, previously acquired by the town, was now a public cemetery and maintained by the trustees. It was noted that the process is a lengthy, complicated and expensive one. Jon Gunnarson was invited to work with the trustees on the issue.

Dick reviewed the status and process for developing a single comprehensive database of who is buried where, when they were buried, in which cemetery/lot does the grave exist, who's the owner of the lot and any additional information that is available and relevant to that individual grave. Jim Lindsey, Jim Franklin and Dick are actively working to develop that database. A long discussion ensued on the availability, veracity and accuracy of the available different sources of data. It was agreed that copies of the records should be available in a central location that is both secure and accessible.

The implementation plan and the development of policies and procedures was briefly discussed and is a work-in-progress.

Discussion of the current cemetery fee and revenue structures was briefly discussed and information relating to abutting town's fees distributed. The relationship between the Cemetery Trustees and the Trustees of Trust Funds and the process for properly vouchering perpetual care funds was also discussed.

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An extensive and in-depth discussion of the role, responsibilities and duties of the Superintendent of Cemeteries ensued. It was agreed that Jerry Becker would be responsible for those duties historically done by the Superintendent of Cemeteries that related to the maintenance of the cemetery grounds, as a town employee. Dick and Jerry will work out the details of developing the job description paperwork, as a part of the policies and procedures process. Dick suggested that the board formally appoint Jerry to the position. The other trustees declined to address the matter, based on their belief that the election was sufficient.

The current “Open Actions Status Report” was reviewed. Mary Hayes explained her request to purchase additional space adjacent to her existing lot in Holbrook. Jerry will view the area with Mary and the documentation will be reviewed to finalize the process, as soon as the snow is gone. The Rossi request is pending an opinion from the AG’s office about perpetual care reimbursement. Dick is communicating with Diane on the action item. Dick will be working with Jim Pickles to finalize the arrangements for a spring interment. Jim and Dick will view the area after the snow’s gone.

The minutes of the previous meeting (2/12/10) were accepted as presented.

There being no additional “Other Business”, the meeting was adjourned at approximately 8:30 PM. The next regular meeting is scheduled for Friday, April 9th, 2010 at 7:00 PM in the Town Office Building Meeting room.