

~~Unapproved~~Approved  
**Cemetery Trustee's Public Meeting Minutes**  
**Monday June 24, 2013**

**Attendance:** Trustee Chair Richard Snow, Trustee Fred Kelley, Trustee Carleton Robie, Trustee Amanda Soares, Trustee Dave DePuy, and Administrative Assistant Andria Hansen.

The Cemetery Trustee's meeting was called to order at 8:10 p.m.

**Housekeeping Items:** Trustee Chair Snow noted that he asked Administrative Assistant Andria Hansen to stay and take the minutes for the Cemetery Trustees. The time will be charged to the administrative line of the Cemetery Trustees. Trustee Kelley noted that isn't what we agreed on. Trustee Chair Snow thought the Cemetery Trustees should be paying for the time that she puts in to take the minutes and present them. Trustee Kelley said she wasn't going to break up her time card for that. Trustee Soares said they could vote on it, but other than that you can't tell us what we're doing. Trustee Chair Snow motioned that they pay for Administrative Assistant Hansen's time out of the Cemetery Trustees administrative line. Motion failed due to a lack of a second. Trustee Chair Snow asked who was going to pay it. Trustee Kelley said we are going to pay her out of the office budget.

**Regular Business**

**Review and acceptance of minutes of the previous meeting (04/08/13):** Trustee Soares motioned to approve the April 8<sup>th</sup>, 2013 Cemetery Trustee meeting minutes as presented. Seconded by Trustee Kelley. All were in favor. Motion carried.

**Old Business**

**Review, discussion and approval Cemetery Trustee Bylaws:** Trustee Kelley motioned to approve the Trustee Bylaws as written. Seconded by Trustee Soares. All were in favor. Motion carried.

**Review and status of past Cemetery Trustee organizational efforts:** Trustee Chair Snow said he would give a quick overview of what they have done over the past four years. He referred to the six survey plans that he gave to the Trustees (see attached). It clearly defines the six cemeteries that exist in Candia. The Town is currently maintaining all of the cemeteries. There are two that are in question of if we actually own them. If they don't own them they should be legally going through the process of legally defining that we own them. This is an open action item. The follow up action is that we only have one cemetery that is active which is the Holbrook Cemetery. They are in the process of finding where all of the graves are and who owns each of those graves. Also, who owns those lots, what are in those lots, how many have holes in them, and how many have people in them. He is attempting to do a survey of the individual lots. The only permanent records that they have for the cemetery are drawings that were done of the Holbrook Cemetery. This is an ongoing process and we need to do it. He noted based on the information from Dot Purington, the Trustees of Trust Funds, and the Cemetery Trustees they have put together an index of the individual lots with the data items that

were linked to them. For example, when was it bought, how much was paid, and do they have perpetual care. He explained that he sent this to the Attorney General's Office back in 2010. He also provided it to the Board of Selectmen, Trustees of the Trust Funds and to the Cemetery Trustees. They are in the process of developing the database and get it improved, corrected, and checked out. One of the problems they have is all of the permanent records of the Cemetery Trustees are at Superintendent of Cemeteries Jerry Becker's house. He has control and care of the records of the Cemeteries Trustees. Over the next three month he would like to institute the powers and duties (RSA 289:7) as Cemeteries Trustees.

### **New Business**

**Continuation of review and discussion of Cemetery Trustee Duties and Responsibilities:** Trustee Chair Snow noted they had the agreement that they would make the Bylaws useful for the Town of Candia. Since then Mt. Vernon has completely redone theirs which he has provided a copy of (see attached). There are two parts to it - one is the regulations that relate to the method by which the Cemetery Trustees manage the cemeteries. How do they relate to the Superintendent of Cemeteries? For example, how do they handle the money, how much do you charge, and who does what. This is a function of the Cemetery Trustees and with the concurrence of the Board whenever it is necessary. The one is the rules and regulations that apply to those people that plant their loved ones in the cemeteries. We don't have any regulations at the present time. He gave the Board a copy of the Green Lawn Cemetery Regulations. There are two approaches on how you want to maintain your cemeteries. One is that people paid for the real estate. They plant their loved ones there and should be able to do whatever they want. The other approach is we have to maintain those cemeteries and the cost to maintaining those cemeteries is a function of the town. It used to be the income from the Cemetery Trust would go to the Superintendent of Cemeteries and he would use the annual income to take care of the cemeteries. It used to be \$7,000 or \$8,000. The interest dropped significantly and it dropped to \$3,000 or \$4,000. He mentioned that Russ Seward used to be Superintendent of Cemeteries and he turned the check book back to the Town and told them they were in charge. The Selectman at the time Neil Sieminki went to the Town Meeting and used that part of the statute which delegated the duties of the Cemetery Trustees to the Board of Selectmen. He has always felt they need a Board of Cemeteries Trustees that is responsible away from the Board of Selectmen. The Board of Selectmen has enough to do; they are not interested in doing all of the things that are necessary. He noted these regulations need to be at a public hearing. Trustee Robie asked if they have a lot of problems with people using the cemetery in such a way that we might not wish them to. Trustee Chair Snow said there have been instances in the past. Trustee Robie asked have there been people doing things in the cemeteries that are not in our best interest. Trustee Chair Snow asked him to define what our best interest is. Trustee Robie replied maintenance, so we can't maintain what we have. It seems to him that they are maintaining it very well. Trustee Chair Snow said the problem that you have if you are going from a maintenance based care is that you do things like Mt. Vernon. Everything has to be flat to the ground otherwise you impede the mowing. Trustee Robie said it seems to him that they have people that know what they are doing now. Trustee Chair Snow said they have to go to the people about the rules and regulations. In the next three months the Trustees need to consider this. This will be discussed under other business at the September meeting. Trustee Robie didn't see a need for too many regulations. He asked about prior to the

way they do business now through the Board of Selectmen there was a trust fund the money went directly into Mr. Seward's checking account. He was asking if we were taking the funds from that trust and putting them into our operating budget to offset the cemeteries budget. He asked if the funds could be used for the Eagle Scout project. Trustee Chair Snow replied no because the way the perpetual care funds work is that buyer of the lot pays for the perpetual care to take care of the lot. The way they are being used at the present time is that you have to present a voucher for that lot and they provide a service. There was further discussion about the use of the money. Trustee Robie felt they should pursue these funds and they should be available to us. He thought it was similar to the Moore Highway Fund. It is our responsibility to use these funds. He thought the Trustees of the Trust Fund will realize what they have and lump all of the perpetual cares together. Trustee Chair Snow said that is an issue he can take up with the Trustee of the Trust Fund. Trustee Robie said he was asking him to solicit the Trustee of the Trust Funds. He felt it was very simple. Trustee DePuy said it seemed to him that not only was the Eagle Scouts project the shed, but to be able to raise the money by donations and not for us to just give him the money. He thought part of the Eagle Scout project was to see how well he would do dealing with the public and its part of the project to self-fund it. There was further discussion about the Eagle Scout project. Trustee Robie said his point was they ought to apply for those funds and put it into the operating budget to offset the cemeteries budget. Trustee Chair Snow said if they wish to develop perpetual care as Cemetery Trustees recommended through the Board of the Selectmen. They can change the way they are billing and they can have a perpetual care fund for the maintenance of the cemeteries but not for capital reserve. When we budget we are supposed to provide a budget to the Board of Selectmen for the operating budget. If they want to do something capital we are supposed to be going to the Selectmen saying this is what we want to do. This is part of the budget process. He noted that he wasn't trying to stand in Trustee Robie's way, but he doesn't think they are going to get there from here unless they do something else. There are other ways of doing it. You have to other avenues you can take. He mentioned that in the Henry Moore bequest he left money to put water in at the Village Cemetery. It said if the Town chooses to not have water down there they will give the money back. Now if we have to give the money back from 1927 he didn't know how they were going to figure that out. He's not going to suggest it. This is something they need to look at. He noted the clerk is preparing the deeds and that isn't her responsibility, so over the next three months he wants to bring that into the procedures that they use. Trustee Soares said they decided at a Selectmen's meeting that they were going to leave it the way it was. Trustee Chair Snow said that he knows they did. Trustee Soares said then why are we going over this again in three months when it was decided that we are going to leave it the way it was. Trustee Chair Snow said as Cemetery Trustees we're going to leave it as it was until they decided the way they wanted them. Trustee Kelley said they sent this to Atty. Mayer and he said it was fine the way they were doing it. Trustee Chair Snow noted they needed to get the cemetery records back into the town. Superintendent of Cemeteries Becker has had them for 3 or 4 years now and he should have the copies that he needs. At some point in time the Cemetery Trustees will need a place to store our records. Selectman Soares said that you have a copy, the office has a copy, and Jerry has a copy of the cemetery records. Trustee Chair Snow said that he didn't and Jerry has the originals. Trustee Soares replied they voted on this and everyone keeps what they have. They voted that Jerry keeps the originals, because he deals with them. Trustee Chair Snow said that is inconsistent with 91A and the records have to be available. Trustee Kelley asked if the Town Clerk has a copy, Jerry has a copy, and there is a copy in the office how much more do we need?

Trustee Chair Snow reiterated that all of the originals are at Jerry's house. He has an inventory of all of the records and they are not in the office. This is not the best way to keep town records. They originals should be in the office and Jerry can have copies. Trustee Soares asked where the records were kept before Jerry had them. Trustee Chair Snow said they were with him and he got them from Richard Anderson. Trustee Soares stated before they came to the town hall they were at your house. Trustee Chair Snow said they were brought to the town hall for safe keeping. Trustee Soares replied they voted at the last meeting to keep the records where they were. Jerry deals with the deeds and the people and we keep copies in the office. Trustee Chair Snow didn't think they voted on this. Trustee DePuy said his recollection was to leave them as is. He grew up in a small town where you went to someone's house and they had the records at their house. He thought they were a small town and sometimes they do things like this.

### **Action items and schedules**

Trustee Chair Snow said the action items they have are that they are going to go through the procedures that they use to take care of the cemeteries and the procedures for the public's use of the cemeteries. They are going through the budget process for the maintenance. They will discuss it at the August meeting and they will bring it to the Board of Selectmen. He asked the Board to bring him things like the Eagle Scout project before the meeting so he can put it on the agenda. Trustee Robie thought they could condense the four pages of regulations into one page and have a very simple set of regulations. It was the consensus of the Trustee to condense the regulations. Trustee Robie said he would work on that with Trustee Chair Snow.

### **Other Business**

**Future meeting schedules and agenda items:** The Cemetery Trustee meeting is September 23<sup>rd</sup>, 2013 immediately following the Selectmen's meeting.

Trustee Chair Snow said he is still doing the work sessions on the second Friday of each month. He would like to do a walk of the cemeteries for the next meeting.

**Opportunity for the Public to address the Trustees:** Citizen Ingrid Byrd said Trust Chair Snow was lacking respect by referring to burials as planting a body. This comment was rude. The citizens of this town have the right to have their families and members of their families treated respectfully. If you don't know what that means he has her sympathy. Trustee Chair Snow replied that if he said that then he apologized and it wasn't intended to be disrespectful. He will use more correct terms in the future.

Trustee DePuy moved to adjourn at 8:50 p.m. Seconded by Trustee Kelley. All were in favor. Motion carried.

Respectfully submitted,  
Andria Hansen  
Recording Secretary