



**Town of Candia
Cemetery Trustees
74 High Street
Candia, New Hampshire
03034**

Meeting Minutes – May 21, 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 Hass, Michalek and Robie were also present.

The minutes of the previous meeting were discussed and the chair provided copies of the audio recording of the meeting, to be used as meeting minutes until such a time as they can be transcribed. There was discussion about finding and funding administrative support due to trustee time constraints.

There was discussion about the need for and the form of a monthly operational status report. There was discussion about the disposition of two inoperative lawn mowers. It was moved, seconded and unanimously voted to allow trustee Robie to direct sexton Becker to dispose of the two lawn mowers.

The form and status of the budget was discussed. It was the consensus of the trustees that administrative support was necessary to take minutes of the meetings. The chair will contact Donna DelRosso to see if she's interested in the task. The impact on the budget was discussed.

The draft revised Trustee Bylaws were discussed. It was moved, seconded and unanimously voted to approve them as presented.

The status of the deed template was discussed and the final version agreed on. Bookkeeper Haas will send it to the selectmen for their concurrence.

The need for and form of an action item list was discussed. The priorities are the sexton's job description, formal procedures for cemetery operations, policies for the use of the cemeteries by the public, changing future perpetual care from an individual fund basis to a general cemetery maintenance basis and the process and procedures for vouchering and expending available perpetual care funds. It was suggested that we devote meeting time to working on them.

It was noted that the NH Attorney General Cemetery Trustee seminar was coming up shortly. Trustees Snow & Michalek are scheduled to attend. Meeting notification would be required if a quorum were to be present.

Copies of the plot plans for the cemeteries were shown and discussed. Full "D" size prints will be sought and made available.

The next regular meeting is scheduled for Thursday, June 18, 2015 at 6:30 PM in the Town Office Building Meeting room. The meeting adjourned at 7:20 PM.