



## **Town of Candia Cemetery Trustees**

### **Meeting Minutes – January 21, 2016**

Chair Dick Snow, Carleton Robie, Holly Haas, Mike Pouliot, Tom DiMaggio and recording secretary Donna Del Rosso.

Public guests: Glen & Pam Baker, Richard & Sherry McGregor present.

Residents present would like to have the cemetery open during the course of winter months when permissible. Members present would be willing to help facilitate the clearing of roads into cemetery plot area for ease of access. In the past there has been access to the back area. If people come from out of state, holidays, birthday's etc residents would like to still visit their loved ones. Holly's concern was liability issue for the town if someone happened to slip and fall. Rick is willing to make/building barricades; he would also be willing to make signs. Last year the road agent had to remove vehicles that happened to get stuck up there. The question of plowing was also discussed. Tom questioned the possibility of 4-wheelers also taking advantage of the open gate. They would like to see the gate closed but not locked as it has been in the past. Carleton would like to have the Cemetery Committee discuss this proposition; he would like to check the by-laws. Pam says that other Cemeteries are open all year round. Dick will check into other town to see what they do.

Carleton motioned to accept minutes of Nov. 18th, Tom seconded, no further discussion, motion passed.

Dick passed out binders to the members with various information for the members to read and discuss at a later date.

Monthly operational status report: Carleton reported Bob did a lot of clean up of brush and trees. The budget was very close at the end of the year. Bob Pike requested a piece of equipment to help with the maintenance of leaves, which is very time consuming. Carleton asked the BOS to encumber \$2800 funds from 2015 budget, which the board approved. Holly motioned to purchase a leaf vacuum machine for \$2800, Tom seconded, no further discussion, motion passed. The equipment will become town property and a part of the cemetery equipment inventory.

Holly reported that 3 deeds had been purchased by the end of 2015. Donna & John Del Rosso, Ryan Price Young, and Sue & Dean Young. Dick also received a check from Russ Dann but needs to have an application filled out to be processed. The corner markers have been purchased for the 3 deeds and will be installed in the spring. Dick will forward a phone number to Holly so she can get a copy of these 3 deeds processed in Dec. 2015.

Jean Perkins was buried in December due to favorable weather conditions.

Cemetery budget: The BOS approved the proposed Cemetery Trustee budget, which has also been approved by the Budget Committee. The proposed budget will be presented at the deliberative session on Jan. 30<sup>th</sup>, 2016.

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Correspondence: Application was received from the NH Cemetery Association. Carleton motioned to pay \$20 per member (x5) from the administrative line for The NH Cemetery Association, Tom seconded, no further discussion, motion passed. Dick also asked Holly to supply NH Cemetery with a fee/price schedule. The corner markers have been increased to \$325. Holly will have Andria update and re-distribute to the members.

Members received a copy of the Cemetery Trustees Annual Report.

Members discussed the 2 warrant articles proposed by Dick. Carleton had legal go over to make sure it was o.k. Michelle Clark from DRA would like to see (All private revenues received from bequests, donations, fees, gifts and grants specifically designated for the fund or for the purpose for which the fund was established shall be deposited into the fund) removed. At the end of the year, the Fund Balance via a warrant article to appropriate the funds to the Cemetery General Maintenance Fund will be forwarded by the Cemetery Trustees. The warrant article will be amended via Carleton at the deliberative session. Carleton motioned to accept Jerry Becker's resignation, Dick seconded, no further discussion; motion passed 4-1-0 Tom abstained. Carleton also stated that per the Town Clerk the superintendent of the cemetery needs to be on the ballot. Warrant article 24 was written to eliminate the position of elected cemetery superintendent, so the Cemetery Trustees can appoint a sexton at a later date. Members will work on a job description.

Dick would like to address the ongoing method for efficiency when people call with various questions. Holly has created a form and keeps the information on her file.

Members discussed the headstones, memorials and monuments. All members had a different opinion of what each was. Headstone size under rules and regulations is defined as 12" x 24". Dick has received several inquiries about adding monuments, the members would like to discuss various monuments at a later date. Cemetery Trustees should approve the monument specs prior to being added to the grave/lot. Dick will check with other cemeteries to see what their specifications are. Members will take home the rules and regulations and come back next month with corrections or updates.

Holly received an inquiry from a woman in Derry who believes she has the deed to E2-29 and would like to sell back 2 lots. After some discussion Holly will contact the person to see if she has a copy of the deed. The paper handed in was not proper documentation; she needs to provide proof of ownership.

Holly presented to the members a new way to get the cemeteries up to date w/a program called Legacy Mark. Members had some additional questions, Holly will contact and find out and let us know next month. She is very enthusiastic about researching the best software for updating all the cemetery info. Beginning Jan. 1, 2016 all paperwork, selection of lot(s) and monies will be collected prior to processing the deed.