



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

**March 15th, 2018 Cemetery Minutes Approved**

Called to order at 6:30 p.m. by Chair Holly Haas, followed by the **Pledge of Allegiance**.

**Present:** Chair Holly Haas, Vice-chair Carleton Robie, Dick Snow, Lorraine Meuse, Tom DiMaggio, Sexton Martin McFarland and Admin. Assistant Donna Del Rosso.

**Regular Business:**

**2. Previous Minutes:** Tom motioned to accept the minutes as amended, Carleton seconded, no further discussion, motion passed unanimously.

**3. Monthly Operational Status Report:** Sexton Martin McFarland will research remains in the tomb. Sexton Martin will forward the information to Chair Holly. Sexton Martin took off the Holiday Wreaths from the gates of the Cemeteries. Opening of the Cemeteries will depend on the weather.

**4. Correspondence:** Chair Holly has already made payment to the Cemetery Association for the annual dues. Michael Wallace contacted Holly to see where Phoebe Babbitt Smith was buried, she found the information and forwarded to him.

Robert (Scott) Vahue Jr. also contacted Holly had a complaint regarding "heirloom roses" on his parents grave, and yearly it gets bush wacked. Chair Holly relayed the information for an urn to be used instead to avoid being cut/trimmed. Location of the graves are in G61-B graves 1 & 2.

**5. Monthly Budget:** Chair Holly will take \$20 from Admin. line and add Sexton Martin to the Cemetery Association annual dues from FY 18'.

**Old Business:**

**1. Pontem Software:** 5 Cemeteries are being added. Tom, Holly and Lorraine having been working diligently to get the correct information into each section. Tom is working on color coding each section. Tom will check on a price to update the CAD system and report back to the Trustees.

**2. Binders - Deeds, Records:** Chair Holly and Lorraine have been working on them and finished the binders. Members discussed the "old" vs. "new" locations, both locations will be used. Tom will continue to put "old" locations in Pontem and see how it shows up, and then add "new" locations. The Trustees will also be adding pictures of the monuments & GPS coordinates.

**3. Laptop Inquiry:** Chair Holly informed the members that the new laptop is working great.

**4. Eagle Scout Project:** Trustees may ask Bob Martel to see if another Scout might take pictures of the monuments in the Cemeteries, which will be added to the Pontem software.

**New Business:**

**1. Budget:** Members went through the last years budget (FY 17'), remaining balance \$1217.88.

**2. Trustee Election March 2018:** Holly Haas won her appointment.

**3. Nominations and voting on Trustee Positions:** Dick motioned to nominate Lorraine as bookkeeper, Vice-chair Carleton seconded, further discussion, Lorraine was informed of the duties, Lorraine accepted, no further discussion, motion passed unanimously. Vice-chair Carleton motioned to purchase another laptop for the bookkeeper (if appointed), Tom seconded, no further discussion, motion passed unanimously.

Dick motioned to appoint Holly as Chair, Tom seconded, no further discussion, motion passed unanimously.

Dick motioned to appoint Sexton Martin for an unspecified time as to when he resigns his position, Tom seconded, no further discussion, motion passed unanimously. Chair Holly will purchase the same type of laptop for the bookkeeper (Lorraine).

\*\* Chair Holly informed the Trustees that Willis Lougee (1926) bought a lot for his wife in Holbrook, no burial record. In 1964 the lot was sold to Goldie Lee who kept 2 lots, then sold 4 lots to Sargents and Garst. Another lot was "given" to the Town for paupers, which Chair Holly believes is empty.

**Other Business:**

**1. Future meeting:** April 19th, @ 6:30 p.m.

**2. Adjournment:** Lorraine motioned to adjourn @ 8:00 p.m., Tom seconded, no further discussion, motion passed unanimously.

Minutes submitted by Administrative Assistant Donna Del Rosso.