



**Town of Candia**  
**Cemetery Trustees**  
74 High Street  
Candia, New Hampshire, 03034  
Meeting Minutes  
May 20, 2021 Cemetery Minutes

Meeting called to order @ 7:02 p.m.  
Pledge of Allegiance

**Present:** Richard (Rick) Lazott, Richard (Dick) Snow, Beth Chalbeck, Mark Chalbeck, and Sexton Martin McFarland, Susan Young Select board liaison

**Absent:** Carlton Robie

**Public Attendance:** Patrick Moran

**Regular Business:**

1. Previous Minutes – Mark motioned to accept the April 15th minutes, Rick second, no discussion, Roll call vote, Mark-Yes, Rick-Yes, Dick -Yes and Beth-Yes
2. Dick started a discussion about coming into the front gate when coming into the cemetery he handed everyone a paper from a 2015 road safety audit that suggests the Cemetery gate should remain closed with access for emergency only and for funerals with a police detail traffic control required. There was some discussion that it is the formal entrance, Martin mentions that he tells the funeral homes to go into the other entrance, but they go to the main entrance, will table for the June meeting.
3. Monthly Operational Status Report – Martin reported there were 2 burials, he has mowed and weed wacked and cleaned up some brush from the wind. Martin found and fixed the gate at East Candia Cemetery; it needs to be sand blasted and painted. Martin reported that there are ruts from cars in the new loomed sides of the newly paved road coming into the cemetery from the entrance, discussion is it is a one lane and people do not want to back up Martin will come up with a traffic plan to discuss at next months meeting. Martin talked to the road agent about the upcoming paving for this year. Martin reported he will need to rent a stump grinder; Susan will look into renting from ATS and contact Martin. Martin fixed a few stones.
4. Correspondence – Baker- wants to sell his plots back to the town but has no deed and there is nothing in the files and nothing in the Pontem program Discussion is that without the Deed or receipt or trust from the original owner, we have no idea what they paid and who owns them. Sis Richter's daughter called for information has her receipt and was helped by Beth.
5. Monthly Budget – Monthly budget expenditures detail was handed out no discussion.

**New Business:**

1. Block 5 computers, Patrick discussed that Block 5 will set up the 2 new computers to the computer in the town hall to be able to access Pontem Software remotely for the 2 laptops quote was for 3 hours at \$90 if everything goes well. Mark motioned to pay Pontem up to

\$500 to set the lap tops up to the town to access remotely and 1 computer will go to martin and 1 will go to the Bookkeeper, Rick seconded, With discussion Dick would like Block 5 to set up with Microsoft 365 not sure if the computers need that yet, Dick wants access to the Program, both Mark and Rick agree they don't need access to the computers, Dick reported he wants to know what's going on all the time, Dick reported the files he has at his house do not belong to the town they are copies of info not the originals. Dick wants us to zoom what is happening when we are using the computers, Roll call vote Mark-Yes, Rick-Yes, Dick -Yes and Beth-Yes

2. Alternate members-alternate members and secretary advertisements went up on the town site and has been shared to the community group.
3. File Cabinet – still looking into the file situation in the town hall. Beth will bring the file boxes to the town hall; Susan will look into getting the chair a key and the file situation in the town hall.
4. Cemetery Price increase- Martin checked with Raymond and our price is higher so will table this for a later date.
5. Time sheets- would like to have written on the timecard a blurb of what the hours worked was just a blurb not a book so there is no question.
6. 2022 budget- Dick mentioned taking the corner stone line out of the budget, with discussion it was mentioned to leave it on there in case something happens to a corner marker we can replace it. discussion is needing to add a water source to Holbrook Martin will look into the cost of going from the park to the newly paved road but not disrupt the road. Will look into saving money for a well and lighting for 2 years from now. Dick would like to find someone who would like to donate their time to help with the cost.
7. NHCA- Dick would like the emails we get to be included in the correspondence.
8. Frasers- Discussion is if they can put a monument on the small cremation plot then others will say they have one, will need to check into the year of the change in the rules as Mrs. Fraser says she was told they could have a above monument, the plots are to small to put a footing and a above monument, the rule now is only a flat monument, due to mowing and the plots are so thin/small that it blocks the plots behind and cannot fit an above monument with a footing that is needed for an above monument. Beth and Susan will look into when the rules changed. Tabled till next meeting, will ask them to come to the next meeting to discuss again.
9. Gates- Dick said if Martin does any work on the gate at East Candia, then he needs to get approval from him! Beth said we are a 5-person team not 1 person has a say in what happens to a cemetery. Martin and Rick and Dick will look into sandblasting gates.

**Other Business:**

1. Future meeting schedules, agendas & action items.
2. Adjournment – Rick motioned to adjourn @ 9:14 p.m. Dick second. No further discussion. Roll call vote, Mark- Yes, Rick-Yes, Dick -Yes and Beth-Yes

Minutes respectfully submitted by Beth Chalbeck.

**Action Items-** Martin- make a traffic plan for Holbrook, price on a water source. Look into the quote for sandblasting and painting the gates that need it.

Susan- ATS rental- Key- filing cabinet- look into when the rules changed for the cremation plots. Will contact legal for advice. Will look for the original warrant article for the encumbered gate.

Dick- look for someone to donate their time for the water situation in Holbrook and the village cemeteries.

Mark- will look into well costs and lighting.

Rick- will look into the broken granite at Bean Island.

Beth- look into the change of the rules. Look into legal advice.

Everyone— bring back to the next meeting cost and estimates on what the cemeteries need for the 2022 budget.