

Cemetery Trustees Meeting 6/16/16 called to order at 6:35 p.m. Followed by the Pledge of Allegiance.

Present: Chair Mike Pouillot, Carleton Robie, Holly Haas, Dick Snow, and Tom DiMaggio.

Audience: Joanne Sandborn, Betty & Arthur Sandborn and Sandy Gordon.

Betty and Arthur sent a letter regarding their son David's gravesite. Mike and members of the board are in agreement that this needs to be addressed. The Sandborn's are concerned for the sand and ants surrounding the monument. Betty feels that something needs to be done. It's the first one on the left side going into the cemetery from the town hall. Holly mentioned that this has been an ongoing problem, Bob Pike has tried to seed it last fall but there is no irrigation to properly establish the grass. Bob Pike also suggested to add top soil in order which might help establish a grassy area. Mike will give Joanne the e-mail address for future correspondence.

Sandy Gordon's father bought 1 lot w/3 graves and would like to get a copy of the deed Leonard Trow, so she can bury her daughter, Nadine's ashes. She believes it might have been in 1965. Holly will research and contact Sandy. Sandy thanked the Trustees for their assistance.

Carleton motioned to accept the minutes as presented, Dick second, no further discussion, motion passed unanimously.

Mike stopped and spoke with the Cote's, Ace Hardware (Fletcher) and Painted Image Farms (Linda Lamarche) regarding items from last month's minutes. Everyone was very receptive to the items discussed. Mike called Fair Point regarding the cable at the Depot Rd cemetery, it needs to be removed before we can remove a tree that is in danger of coming down.

Gate City sent Carlton the corner markers, and they have been installed.

The Memorial service at the Monument was very well attended.

Mike passed out a template form, for the acting Sexton to use for monthly operational status reports. Carlton reported 2 (two) burials last month. Mr. Pike did some tree trimming at the Village cemetery and some clean-up work at Island cemetery. He will finish mowing and cut some brush as needed. Corner markers need to be purchased for the missing ones. Funds will be taken out of the corner marker budget line. Holly spoke with Chris (town clerk) regarding different corner markers, and Chris believes almost all of those deed holders no longer live in town. The Trustees will work (as they find them) on other lots with no corner markers or incorrect markers.

Carleton motioned to purchase corner markers for the lots that didn't have any, Holly second, no further discussion, 4-yes 1-opposed, motion passed.

Carleton will contact Mike to meet Bob Pike.

Budget-Holly motioned to pay Donna \$56.37, Dick second, no further discussion, motion passed unanimously. Mike discussed some budget line items, Carleton said it was a flat line budget. Mike

would like the members work on the budget for September. Items will be priority listed and worked on as the budget allows.

Correspondence – Erin Heinsdman was interested in the Sexton position, but declined due to the time constraints. NHCA (New Hampshire Cemetery Association) was also suggested for advertising the sexton position, as well as Candia/Auburn post, Moore school outside board, Craig's list.

Software for cemetery management, Pontum software – Josh in Alton speaks very highly regarding this software. Holly reported \$1900 for software and \$500/yr for updates and yearly maintenance. It was suggested to put it in next year's budget. We have a lot of records that need to be organized, and it will take a lot of time to enter. The Maps system will stay in use until a software program can be secured. August's meeting, we will put the budget together. Mike feels that if we have a plan for the cemetery to justify the budget for upcoming projects. We will also include the anticipated revenue from the Trustees of the Trust Funds.

Mike will update Rules and regulations will be done next week and sent via e-mail from Mike.

Equipment inventory – Mike checked the new equipment and says it looks nice. He is willing to put up some pine boards to get the stuff off the floor.

Cemetery Maintenance – Mike suggested to work on an inventory of all the broken headstones to determine how we want to take care of them. Carleton suggested to have them fixed. Carleton will have Bob Pike make a list of the broken headstones as he is working around the cemeteries. Holly will contact a monument service to see what the cost might be. Tree removal issues will be taken care of in the fall. Mike suggested to have a long term plan regarding the management of tree removal for the budget. Donna will e-mail Mike, Fred Borman's contact info.

Tom suggested to add some good top soil with clay base, after taking approximately 3" of the existing dirt off and adding some seed. Arthur and Betty are willing to go over and water it to get established. Dick read from the rules and regulations regarding the cemetery, it is the sole responsibility of the owners to do all maintenance other than the mowing and regular maintenance. Carleton suggested to the Sanborn's to wait till September to work on David's grave. The Sanborn's offered to pay for the materials, but the board gratefully refused. The Sanborn's thanked the Trustees.

Holly motioned to have the acting Sexton work on David Sanborn's grave for \$200, Tom second, no further discussion, all in favor, motion passed unanimously.

Mike asked the members if they would like to have alternates, discussion resulted in 4-no and 1-yes.

Holly wanted the Trustees to accept the on-line Memorial form. All members were in agreement.

Trustees thanked the acting Sexton for his time & service. Carleton acknowledged how well the group is working together in getting things done. The members were very appreciative.

Mike & Carleton will meet with Rene from Stantec, when time allows.

Mike presented a generic business card for Cemetery Trustee members to hand out. The information is also on the Town website.

Mike would also like to create Google doc's for agenda's and other cemetery business.

Tom motioned to adjourn at 8:50, Holly second, no further discussion, motion passed unanimously.

Next meeting, Thursday, July 21st at 6:30 p.m.

Minutes respectively submitted by Donna Del Rosso.