

Cemetery Trustees April 20th, 2017 Approved

Present: Chair Holly Haas, Carleton Robie, Tom DiMaggio, Dick Snow, Sexton Martin McFarland and recording secretary Donna Del Rosso.

Regular Business:

1. Meeting called to order @ 6:30 followed by the Pledge of Allegiance.
2. Carleton motioned to accept the minutes as amended, Tom seconded, no further discussion, motion passed unanimously.
3. Monthly Operational Report: Martin and Carleton reported activities for the month of March/April there was one remain put in the tomb. Carleton sold one lot. No cremations or inquires.

Martin will leaf blow the front area where the Daffodils are planted. Trustees would like Martin to repaint the front gates.

The trustees will order some loom for Martin to fill in where needed. Martin will also re-install a monument that has sunk.

Trustees asked Martin to keep track of his duties to establish job responsibilities when needed. Martin had a resident request to have two shrubs removed from her family's lot. Trustees discussed a price for the removal and will decide once they have had a chance to see what is involved.

Members discussed having a fee schedule for opening and closing grave lots and decided to keep having Mark Hubbard 738-3086 (Dignified Cemetery Services) continue doing what he has in the past.

4. Correspondence – Holly has been working on genealogy information from resident(s) request. Burial information has been given to Martin for future inquires.
5. Budget – Members went through the budget. DC Mobil will be advised that Martin along with Bob will be allowed to charge fuel for cemetery purposes. Martin will submit his time sheet weekly.

Old Business:

1. Sexton Training Schedule – Martin is training with Holly and Carleton as needed.
2. Rules and Regulations – Section VII – Permissions/Prohibition/Grievances

Holly suggested to add “real” flowers in Section B and take out “In lieu of real flowers, silk flowers or plants are permitted; however, plastic flowers are strictly prohibited.” Tom motioned to accept Section B as amended, Dick seconded, no further discussion, motion passed unanimously.

Carleton motioned to amend Section D as presented, Tom seconded, no further discussion, motion passed unanimously.

Tom motioned to accept Section E as amended, Carleton seconded, no further discussion, motion passed unanimously.

Tom motioned to accept Section F as amended, Dick seconded, no further discussion, motion passed unanimously.

Holly will inquire with Andria for procedure to notice a public meeting, to accept the “revised” proposed rules and regulations. Holly will also let Catherine know to put it on the website.

Holly will contact Terry Knowles seeking assistance with the removal of items that are not within the guidelines of the Rules and Regulations.

3. Spring cleaning is now in process, all gates are open as of April 15th. Holly will continue to work with Martin on Sexton functions/procedures. Carleton will get a set of keys to Martin.

4. Pontem Software Mapping – Tom dropped off a new thumb drive to Jim Franklin, and still waiting for the information to present to Pontem. Tom would like them to be CAD files. Carleton will check with Jim for the progress.

Carleton would like a copy of the mapping of the cemeteries.

Holly is done with the new sections of Holbrook cemetery and is now working on the older lots/deeds.

New Business:

1. Heritage Committee is having a tour through Town Cemeteries for Candia Day. Holly would like to have a tour of a cemetery, maybe around Memorial Day.

2. List of KIA and Veterans from Candia – Holly will try to get a list together.

3. Spring State Wide Cemetery Association Meeting – Dick attended.

Dick wanted to know if members of the Cemetery Trustees received applications to be part of the NH Cemetery Association. Members had not, Dick was the only one listed in the publication. Dick will follow-up and get the Trustees listed.

Dick also provided a power point presentation from the Cemetery Association Meeting for members to look over.

Carleton motioned to adjourn at 8:10 p.m. Tom seconded. No further discussion. Motion passed unanimously. Next meeting May 18th @ 6:30 p.m.

Minutes respectfully submitted by Donna Del Rosso.