



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

10/19/2017 Minutes Approved

**Regular Business:**

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

1. Meeting called to order at 6:30 p.m. by Chair Holly Haas, followed by the Pledge of Allegiance.
2. Previous Minutes: Lorraine motioned to accept the minutes as presented, Tom seconded, no further discussion, motion passed unanimously.
3. Monthly Operational Status Report: Martin had forwarded his monthly status report. Members went over his progress.
4. Correspondence: Chair Holly received a letter from Eugenia (Gail) Patenaude who now resides in FL. giving permission for Kenneth & Tracy Botelho to be buried in Holbrook, Section C Lot-16B, instructions that they will be cremated and placed at each end of the second lot, which will leave one empty lot.
5. Monthly budget: Members discussed the questions received from the Budget Committee. Budget lines that still have funds will be used by end of year. Explanations (wages, equipment, contract services etc.) were given to Chair Holly to relay back to the Budget Committee.

**Old Business:**

1. Pontem Cemetery Software: Tom is working on the mapping system and provided some "draft" maps.
2. Memorial Sizes: Chair Holly passed out Memorial Restrictions, the trustees discussed and adjusted to make total sizes of the monument & base specific square feet based on the number of lots per deed.
  - A. Single lot grave: Monument base not to exceed: 24" x 12", **flat markers** not to exceed 24" x 12", Monument/Memorial not to exceed 2sq. ft,
  - B. Two (2) grave lots: Monument base not to exceed 36" x 12", Monument/Memorial not to exceed 4 sq. ft. flat markers may be placed at the foot of each grave.
  - C. Three (3) grave lots: Monument base not to exceed: 48" x 12", Monument/Memorial not to exceed 6 sq. ft., flat markers may be placed at the foot of each grave.
  - D. Four (4) grave lots: Monument base not to exceed: 72" x 18", Monument/Memorial not to exceed 10 sq. ft., flat markers may be placed at the foot of each grave.\*\* All Monuments/Memorials may not exceed 48" in height.

Cremations area will be discussed at a later date.

Tom motioned to accept the sizes discussed, Vice-chair Carleton seconded, no further discussion, motion passed. Dick abstained.

3. Binders - Deed: Members are working on putting the locations and mapping into binders.

4. Laptop: Chair Holly tabled until November meeting.

### **New Business:**

1. Headstone Waiver: S. Whitcomb's son would like to have a small monument stone for his mom. The original headstone does not have adequate space to add her name. Tom made a motion to put a single 12" x 24" not to exceed total 2 sq. ft monument at the head of the lot, Lorraine seconded, no further discussion, motion passed unanimously.

2. Collin Osborne: Eagle Scout project to map and GPS the location of graves in Holbrook to mark past Veteran service men and women.

3. Additions in Rules & Regulations: In regards to relocate a cremation, the requester will need to submit in writing to the Cemetery Trustees their intent, as long as it is in the same lot and same Cemetery. Vice chair Carleton also indicated that this process should be done by a "grave digger" not the Sexton or maintenance worker(s) as of 1/1/18. Dick motioned to accept the amended paragraph I, section 5, Tom seconded, no further discussion, motion passed unanimously.

### **Other Business:**

1. Future meeting schedule: Thursday, November 16th, 6:30 p.m.

2. Vice-chair Carleton mentioned to have Chair Holly request (via letter) perpetual care funds from the Trustees of the Trust fund.

3. Chair Holly distributed Memorial Application forms, with additional requested information. Tom motioned to have MA form with amendments (revised 10/19/17), Dick seconded, no further discussion, motioned passed unanimously.

4. Dick went to the annual Cemetery meeting at the Grappone Center in Concord. Options for materials to be used for the placement of flags were offered. Dick thought that PVC piping would be a good idea for placement of American flags in the Cemetery. \*\*\*Budget line item for 2019?

Tom motioned to adjourn at 8:50 p.m., Lorraine seconded, no further discussion, motion passed unanimously.

Minutes submitted by Donna Del Rosso.