



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

November 16, 2017 Approved minutes

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

Regular Business:

1. Meeting called to order by Chair Holly at 6:30 p.m. followed by the Pledge of Allegiance
2. Previous Minutes: Tom motioned to accept the minutes as amended, Dick seconded, no further discussion, motion passed unanimously.
3. Monthly Operational Status Report: Sexton Martin was questioned about a purchase of a grave lot in Holbrook Cemetery but the people live in Raymond. Members discussed that “only” residents of Candia will be allowed to purchase grave lots in Candia. Sexton Martin also cut up a damaged tree in the East Cemetery. Whitcomb’s flat stone has been installed. One burial was done (Hilton). Corner markers for Mitchell was done. Hill Cemetery (Brown) was marked out; Kevin Turner will be putting a service marker. Elwin Clark was also a cremation burial (done by a family member, going forward this will not be allowed). Sexton Martin will start to work on cleaning the Cemetery in preparation for the winter closing, December 1st.
4. Correspondence: Whitcomb family has filled out a memorial request. Chris Hilton also asked for memorial form as well. Corner post invoice was received for the Mitchell's.
5. Monthly Budget: Stump grinder invoice will go under Facility Improvement/maintenance. Holly will follow-up with pricing for a computer to be used in the field and any administrative cost associated to it, using the Equipment/Software budget line.

Old Business:

1. Pontem Cemetery Software: Tom revised the maps to black and white per Pontem for the mapping purposes.
2. Memorial Sizes: Changed according to last month's minutes, they are also on the website.
3. Binders – Deeds, Records: Chair Holly and Lorraine are plugging away at that project.
4. Laptop Inquiry: Tom gave Chair Holly some other options to review the computer package we need to purchase before the end of the year. Micro Seconds in Manchester was also discussed for computer comparisons.
5. Collin Osborne: Eagle Project no information was available.

New Business:

1. Wind/Storm Damage: Sexton Martin will contact Manchester Memorial to get an appraisal to fix a Obelisk headstone that was damaged due to wind storm last week, Tom motioned for the invoice not to exceed \$1K, Vice chair Carleton seconded, no further discussion, motion passed. Dick abstained. Vice-chair Carleton will check with FEMA funds to see if we can be reimbursed.
- 2&3. Families Self-Burying: Tom motioned to put into Rules & Regs. that no person or private party can dig their own lots without receiving permission and under the supervision of the Sexton. There may be exceptions but the person will need to contact the Sexton in advance. If this happens the Sexton or a member of the Trustees of Cemetery needs to be present, Carleton seconded, no further discussion, motion passed unanimously.
3. Additions in Rules & Regs.: see above

Other Business:

** Members discussed the correct procedure for obtaining “perpetual care funds”. Chair Holly requested the Cemetery Maintenance funds (\$4391.23) via a voucher, from the Trustees of the Trust Fund. Chair Holly will also submit the letter with the voucher. Dick motioned to have Chair Holly send the letter with the voucher to the Trustees of the Trust Funds (\$4391.23), Vice chair Carleton seconded, no further discussion, motion passed unanimously.

1. Future meeting schedules, agendas & action items: Next meeting will be held December 14th @ 6:30 p.m. This will be the SECOND Thursday of December. Holly will check with Andria to see if the room is available.

Tom motioned to adjourn at 8 p.m., Vice chair Carleton seconded, no further discussion, motion passed unanimously.

Minutes submitted by Donna Del Rosso.