



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

June 21, 2018 Approved minutes

Meeting called to order at 6:35 p.m. by Chair Holly Haas, **1.** Followed by the Pledge of Allegiance.

Present: Chair Holly Haas, Dick Snow, Tom DiMaggio, Bookkeeper Lorraine Meuse, Sexton Martin McFarland and Admin. Asst. Donna Del Rosso. Absent: Carleton Robie.

Regular Business:

1. Pledge of Allegiance – see above.

2. Previous Minutes – Lorraine motioned to accept the minutes as presented, Tom seconded, motion passed.

3. Monthly Operational Status Report: Sexton Martin McFarland mowed, weed wacked, dmarked out Higgins, B. Falk, and buried H. Stevens, Predaris, & Perkins. Bob Pike has been mowing, he also mowed Hill Cemetery. Sexton Martin has also sprayed for poison Sumac. A bill was received for \$150 to repair a stone (Seward) that incurred damage (knocked off base). This was discovered by Sexton Martin and brought to Carleton's attention. The decision was made by them to contact Manchester Memorial to repair as Memorial Day weekend approaching. It is unknown whether this was an accidental or deliberate act. After discussion the Trustees came up with a protocol for future damage incidents. Sexton Martin will take pictures, report incident to Chair Holly, and will send pictures. Chair Holly will document the incident and call the police as further investigation may be warranted. Chair Holly will place the pictures in the Pontem software for archival purposes.

4. Correspondence – Memorial request from Hussey family.

5. Monthly Report – Lorraine received a bill from D.C. Mobil for \$232, \$150 from Manchester Memorial which she will submit for payment. McAfee software needs to be submitted also. Lorraine will ask Donna B. to move storm repair (\$950) to contract services. Lorraine will ask Donna B. also for a detailed payroll manifests from the first of the year through June.

Old Business:

1. Pontem Cemetery Software – Chair Holly will forward street names for Holbrook Cemetery to Tom and submit to Pontem for mapping.

2. Cemetery Maintenance – Chair Holly has finished all the paper deeds, and is now working on the digital deeds, she reports about 25 more deeds were found. She will start to scan the deeds.

3. Trustees of Trusts – Dick went on June 14th, the Trustees of Trusts want to know the procedure for securing income based on what was received that year. Chair Holly and Dick will work a warrant article which will allow “expendable” funds for general maintenance.

New Business:

1. Lot issues – Transfer or sale of previous lots, Terry Knowles (State Cemetery) reports that those who have no copy of the deed will need to go to Probate Court and produce the paperwork to proceed, S. Higgins (2 lots) vs. W. & R. Heggems (3 lots). Chair Holly will call interested parties and let them know the procedure, Cemetery Trustees need to have proof of ownership. Chair Holly will add wording regarding Probate Court in the Rules and Regulations.

2. Lot decorations rules – Trustees discussed having a working meeting at the Holbrook Cemetery to take pictures of items that should not be allowed and need to be removed. Trustees discussed a certified letter to owners having 2 weeks to remove and/or make an appeal (certified letter) via a regular Cemetery Trustee meeting. Items such as solar lights, resin items, plastic pots, plastic edging, stuffed animals, bottles etc. are not allowed. Chair Holly will draft a letter, submit to legal counsel and then send to owners that need to have items removed. Working meeting was set for June 28th but was cancelled due to weather (hot), July 5th was cancelled due to rain, we finally met on July 12th @ 6:30 p.m. and went through the Cemetery.

Other Business:

1. Future meeting schedules, agendas & action items – July 12th for a working meeting at Holbrook Cemetery @ 6:30 p.m.

2. Adjournment – Tom motioned to adjourn at 8:05 p.m., second by Lorraine, motion passed.

Next regular meeting July 19th, 6:30 p.m. at Town Hall Meeting room.

Minutes submitted by Administrative Assistant Donna Del Rosso.