



# TRUSTEES OF CEMETERIES

Post Office Box 119

Town of Gilmanton, New Hampshire 03237-0119

[cemeteries@metrocast.net](mailto:cemeteries@metrocast.net)

[www.gilmantonnh.org](http://www.gilmantonnh.org)



Meeting Minutes

Thursday, April 23, 2015, 7pm

Gilmanton Academy

503 Province Road

Present: Trustees Candace Daigle, Leonard (JR) Stockwell, Jr. and John Dickey; Paul Lines.

## Sites

JR Stockwell distributed pictures taken last year of the recently discovered Durrell (Durrell Mtn Rd) and "Indian" Burial Grounds (Rte 129).

Besides the two stones originally found at Durrell, at least 4 other unmarked, flat "headstones" were unearthed. The landowner, Steve Bedard, felt they may have been from the family who occupied the property before the Durrells. The members felt it unlikely that actual remains were relocated to the Guinea Ridge cemetery and that the Durrell names were likely just added to the monument at that location.

The "Indian burial ground" (for the lack of a better name) is at this time is more puzzling. The site has certainly been disturbed by an earlier logging operation. Someone had placed graveside flags at the site at some time in the past given the remains of those flags found upon our investigation. JR Stockwell raked out the site and found approximately 10 flat stones laid out in perfect lines. More investigation of the sight is warranted.

## 2015 Maintenance Schedule

Discussion was held on the possibility of increasing the level and adjusting the timing of maintenance to provide better seasonal maintenance and meet public expectations while taking into consideration available funding.

The members met with P. Lines to see what time he could commit for the upcoming season. Mr. Lines felt he could meet the needs of the Trustees.

C. Daigle will provide updated abutters names for cemeteries to assist during maintenance activities. She will also provide P. Lines with a key for Beech Grove/Buzzell.

C. Daigle will contact the Town Administrator to see if it is possible to obtain gasoline from the Town's tank for cemetery maintenance since there is no longer any other outlet in Gilmanton. The intent is that the gasoline would be billed directly to the Trustees.

The 2015 maintenance schedule was drafted (attached). P. Lines will estimate the number of hours that might be contained in the outlined work; understanding that this is a moving target, but an estimate would assist the Trustees to consider other projects such as commencing a multi-year stone straightening project during this budget year. The Trustees understand that such an estimate is difficult given that each cemetery has its own "character"; e.g. whether it's machine-mowable or needs substantial trimmer work; whether it's relatively smooth or full of markers/rocks;

whether it has easy access from the road; whether workers can dispose of clippings/limbs on site or not, etc.

The intent of this initial schedule will be to set the “service level” for each site. Sites that are open for burials, that front a public highway or that have sufficient general care funds will receive a higher level of service than others. Sites that are situated such that very little or no vegetation growth occurs during the season will receive the lowest level of service. However, every site will be checked at least annually for condition. Some sites may need just the frontage done more often. Given the short work-time before Memorial Day, it’s difficult to get those “pre-memorial day” sites ready, but it’s a very important date to meet. The Trustees would rather spend more time keeping the sites adequately maintained than to spend countless hours trying to catch up on a site that’s overgrown. That’s not a wise expenditure of funds and does not address public expectations. The Trustees visit all sites once during the season and the maintenance crew will do the same. There has to be a balance between budget and service level though.

Inquiries have been received from Nicholas North (Besse Cemetery) and a relative of the Kelley’s (Wilson Hill Cemetery) regarding less than acceptable service. Both have been identified on the proposed maintenance schedule for additional work. C. Daigle will contact Mr. North with that information.

P. Lines will be away for a week, but will start as soon as he returns. C. Daigle will contact C. Moorehead with the hopes that he will help to coordinate a successful maintenance year in addition to continuing with all of the Sexton-type services that he provides.

### **Additional projects**

Town Pound: JR Stockwell found a granite slab jostled out of line at the Town Pound. J. Dickey suggested contacting NH DOT for help as it seems to have been hit by the snow plow. C. Daigle did that and the slab has been repaired by DOT. A letter of thanks to DOT was signed by the Trustees.

E911 Street Numbers: The Trustees have had E911 street addresses assigned for the Beech Grove (563 Province Road) and Buzzell (121 Shellcamp Road) Cemeteries to assist in directing people to those sites. P. Lines will erect a 6x6 post at the Beech Grove cemetery entrance in place of the damaged pole and JR Stockwell will erect just the street number on that post. Erecting the street number at Buzzell was determined to be unnecessary due to its proximity to the road, but the number will help drivers locate the cemetery.

Trees at Friends: A quote of \$1,800 was received from Arbor Tech to remove a large sugar maple, a red maple, 2 small pines and pruning all large maples which border the cemetery and overhang stones (eliminate deadwood, lower limbs), pruning all other trees back so they do not hang into cemetery or have low hanging limbs.

**MOTION:** On a motion by J. Dickey, seconded by JR Stockwell, it was voted unanimously to contract with Arbor Tech for the stated work in the amount of \$1,800. (3-0)

Straighten/Repair Stones: The Trustees would like to start a program to go cemetery-by-cemetery straightening and repairing fallen/broken stones. P. Lines referred to TPI used by C.

Moorehead with good results. He'll talk to him. Gilbert Block also sells a repair material. When this project does start it will begin with the Guinea Ridge cemetery.

Once the Trustees have an estimate on the upcoming season's general maintenance, they'll consider what other projects may be started. JR Stockwell suggested that P. Lines keep a log of work that can be referred to at year-end when setting the following year's schedule.

### **Subcontractors versus Employees**

Based on C. Daigle's discussion with the Town Administrator the Trustees discussed the insurance and liability issues with continuing with a subcontracted maintenance crew versus converting them to seasonal employees. To cover liability and personal injury issues, the Trustees will request of the Selectmen that current workers be converted to seasonal employees. In recognition of workers providing their own equipment, the current \$24/hourly rate will be split into payroll and a stipend for the equipment. The split will be further discussed with C. Moorehead and P. Lines.

### **Budget**

C. Daigle spoke with the Town Administrator who will contact the Trustees of Trust Funds to better coordinate the payments made to Cemetery workers when the payment is split between budget and care funds. This will include some sort of coordination between the two when it's time to produce annual tax statements. The Town Administrator will also start printing a monthly budget statement for C. Daigle to confirm payments from the cemetery line items.

For the purposes of converting subcontractors to employees it would cost \$459 (approximately 8%) in payroll taxes for 250 hours of work @ \$24 (\$6,000). That would be less if part of the current rate was paid in a stipend for workers providing equipment.

C. Daigle distributed a budget update. The 2015 budget consists of

- |                                   |         |
|-----------------------------------|---------|
| • Town budget maintenance funds   | \$4,500 |
| • Town budget repairs funds       | \$3,900 |
| • Care Funds for maintenance only | \$2,711 |
| • Office supplies                 | \$ 100  |

These funds are available for the upcoming year. There is also \$16,723 in the Expendable Fund which can be used to secure unexpected costs (tree or cemetery damage) as well as assist towards annual projects.

The meeting adjourned at 8:39pm.

Respectfully Submitted,



Candace L. Daigle, Trustee