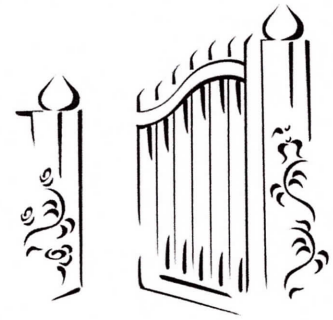


TRUSTEES OF CEMETERIES

Post Office Box 119

Town of Gilmanton, New Hampshire 03237-0119

cemeteries@gilmantonnh.org www.gilmantonnh.org/cemetery-trustees



Meeting Minutes

Wednesday, November 2, 2022 – 7pm

Gilmanton Academy

503 Province Road, Gilmanton, NH

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

Approval of Minutes – Friday, July 29, 2022

MOTION: On a motion by J. Dickey, seconded by JR Stockwell, it was voted unanimously to accept the minutes of July 29, 2022, as written. (3-0)

Site Reports

Ayers Crypt

1. Trees removal for machine access to the vault has been completed.
2. Kevin Fife has declined the job. Trustees will contact other providers.

Beech Grove

1. Arbor Tech worked on interior of site. JR found some originally agreed-to work left undone. JR met on site with Peter Spain and Arbor Tech will be coming back to complete.
2. Sellin cremain interment occurred in September.
3. Former Nutter plot (E4-10 graves) measured 25'w x 20' d which will maintain the access ways below and to the left and was advertised back on for-sale map as of 8/7/22. JR and Karen Stockwell have filed an application to purchase; Candace and John found no conflict in the sale which will proceed.
4. Members concerned there's no designated parking. People tend to park on graves. JR has received an estimate from Will Sanville for the work which includes disposing of waste material, adding fill and placing stones around trees, grinding stumps, disposing of waste, laying ledge pack and final grading. A final quote will be established in the spring after a walk-through. Paul suggested that the contractor also look at leveling off to the left of the driveway across from Moses Dustin where burial spoils had previously been deposited. That is another area that would provide quite a few additional parking spaces.
5. Clifford family will be removing existing headstone and replacing with new headstone located at the rear of the plot instead of in the middle to move further away from the slope.
6. Paul will leave the gate open a little later to accommodate both Arbor Tech and Laconia Monument. If they come later, they will contact us to unlock.

Buzzell

1. Trustees will check for a provider for pest control and seeding.
2. Staff has erected "orphan" stone sign.

Copp

1. Additional Marstin & Copp stones to be set by staff.
2. No further word from DAR on erecting a plaque at the Eastman plot.

Friends-No response from Dignified Cemetery Services. Candace will raise question of repairs with Laconia Monument.

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MINUTES ISSUED IN DRAFT-SUBJECT TO AMENDMENT/ADOPTION AT SUBSEQUENT MEETING-MINUTES AVAILABLE November 3, 2022

Guinea Ridge - Trustees were not informed in time to be present at the Kore Coleman interment; however, we have obtained the info on where the burial occurred and understand there is another older cremain on the plot (Kenneth Bouwens); possibly beside the Partridge monument. Paul reports the temporary fieldstone marking the new cremains is too high. He can lower it to an appropriate height. It will be replaced at some point in the future with an engraved stone when the family is able. The \$100 fee was forwarded to the Selectman and Trust Fund Trustees for deposit.

Hillside

1. Bush on Roberts plot has been removed and bill paid.
2. Paul will do a final check on measuring/resetting Roberts's corner posts now that bush is gone.

Mary Butler Homesite— DAR did not complete staining of fence as of the 10/16 proposed project date.

Merrill

1. Laconia Monument repaired and remounted stone. Picture was sent to Mr. Morrison who paid for repair. He sent us \$250, which we will use to establish a new Merrill General Care Fund and then we'll pay the \$150 repair cost from our budget. The Trustees now have the McIntyre Fund which can be used for all cemeteries and future donations received for cemeteries that have no established care fund will most likely be deposited into the McIntyre Fund. But in this case, Mr. Morrison offered the donation prior to the McIntyre Fund being established and we had agreed to create a new Merrill Fund. We have not heard from Mr. Morrison regarding the repair pictures sent to him, so we'll reach out to make sure he received those pictures. Mr. Merrill also wants to install a sign listing all buried there. He'll send us a mockup before doing so.
2. Paul noted that the Merrill sign is on a tree that is dying. He'll relocate to a different tree.

Pine Grove— John reported on the very well-attended walking tour he led at the Pine Grove Cemetery. This is the 2022 tour hosted by the Historical Society at which 45-50 people attended. He found one veteran grave that was not marked with a flag and notified the Legion who immediately installed a flag. There have been several prior tours of other cemeteries, and this will be continued in 2023 with a repeat tour of Beech Grove planned at this time. The Trustees thanked John for introducing so many interested people to our Town cemeteries and giving them a wonderful chance to hear of those buried within.

Tibbetts — Staff will contact Laconia Monument about stone repairs.

Town Farm— Mr. Wilson contacted the Trustees to see if we had determined who was buried at the Town Farm. We are hoping his research might lend some light on that matter.

Wilson Hill — John recently toured Wilson Hill with Doug Cumins who had generously supported the recent stone renovations at the site. Mr. Cumins is a direct descendant of Nathaniel Wilson and a member of the Sons of the American Revolution. John also notified the Legion that there was no flag on the Wilson grave, and they immediately remedied. They were both very pleased at the beautiful care given to the site by the cemetery staff members.

Other Project Reports

Renew Authorization Vote

To clarify several prior votes, the Trustees reviewed authorizations for the following administrative duties:

1. Submit Payroll authorization (based on Trustees initial authorization of employees, rates, and list of authorized work)
2. Sign Contracts and submit related Invoices (based on Trustees authorization of details)
3. Sign sale of Rights to Inter (in compliance with existing Cemetery Regulations and Trustee-authorized list of lots for sale)
4. Sign interment application approvals (in compliance with statute, regulations and upon receipt of proof of ownership/burial right)
5. Submit annual transfer of funds between Trust Funds and Budget (in compliance with Fund administration documents, Trustees policies and statutes)

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6. Perform additional administrative duties within the scope of the Trustees in compliance with existing Regulations, statutes, prior authorizations of the Trustees, and historic processes:
- Prepare and respond to general correspondence
 - Prepare agenda, minutes
 - Maintain electronic and hard-copy records
 - Balance accounts with Finance office and Trust Fund Trustees

MOTION: On a motion by John Dickey, seconded by JR Stockwell, it was voted to authorize Candace Daigle to sign, authorize, perform the above noted duties as stated. (2-0-1 Candace Daigle abstained)

It is the Trustees intent to review/renew authorizations on an annual basis at the time that officers are elected.

Site signs ordered – Signs for Tibbetts, Copp, Buzzell, Friend and Page scheduled for installation prior to year-end.

Training - Members received power point slides from NHCA presentation by Terry Knowles.

Green Burials – The Trustees discussed alternative burial methods that might be requested and reviewed the regulations of Grafton and Randolph. Candace will provide more definitive information to the Trustees related to possibly accommodating additional types of burial within the open cemeteries.

Stone cleaning – John suggested that the Trustees might undertake some stone cleaning. He noted that Nathaniel Wilson's stone at Wilson Hill is almost unreadable. Candace will contact NHOGA who offers stone cleaning training to cemetery operators.

Budget

Current Year

The Members reviewed the status of the 2022 current budget.

CURRENT 2022 STATUS

TOWN BUDGET	BUDGET/BEG BAL	INCOME	EXPENSES	CURRENT BALANCE
Wages	7,000.00	0	4,482.24	2,517.76
FICA	434.00	0	277.90	156.10
Medicare	102.00	0	64.99	37.01
Repairs & Maint	3,800.00	0	3,805.00	-5.00
Supplies	100.00	0	0	100.00
GroundsKeeping Wage Stipend & Other	4,500.00	0	536.99	3,963.01
TOTALS TOWN	15,936.00	0	9,167.12	6,768.88
Repairs & Maint above: Adel Signs\$2,450 Total; Ayer's Trees\$1,315; OrphanSign\$40;				
TOWN'S TEMPORARY EXPENSE FUND	Temporary Exp Fund means it's paid for by the Town during the year out of a "temporary" line item. At the end of the year, we determine how much of these expenses we're going to take out of the town budget (above) or the Care Funds or the Expendable Trust Fund (below) and Neil Roberts cuts one check to the Town out the Care and/or Expendable Funds and the Town moves the remaining expenses out of our town budget to zero out this "temporary" line item. Otherwise, Neil would have to cut a check to the Town every time we paid payroll to cover the Care Fund's portion of the Groundskeeping line and our employees would always be getting 3 checks and having to wait for them to come from two different sources. Also, paying it this way leaves a good paper trail because the Town cuts every check for every expense, even for big expenses and then Neil just reimburses at yearend. We worked with the Town to create this "temporary" line item and it works great. We only make one transfer at the end of the year (and we keep our money invested and making interest all year)			
Grounds Keeping Wage Stipend & Other			10,531.00	-10,531.00
Temporary Expense Fund above: BGrove Trees \$5,200; Buyback Nutter lots \$300; groundskeeping \$5,031				

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EXPENDABLE TRUST FUND				
Beg. Balance	19,941.95			
Bal of 2021 budget	5,647.60			
Special Warrant Art Beech Grove Trees	5,000.00			
Transfer Exp from Temp fund above (estimate)			5,500.00	
Ayers Crypt stonework			Unknown \$	
Merrill stonework?			150.00?	
Tibbetts stonework?				
Friends stonework?				
BeechGrove Parking?			4,222.50?	
Add'l Site Signs				
TOTALS Exp.Tr. FUND	30,589.55		9,872.50	20,717.05
CARE FUNDS	155,059.66	0	0	155,059.66
Principal				
Care Funds Income Incl Bal from Prior Years	103,444.01	0	0	103,444.01
Care Funds Inc to Exp in 2022-Est. 50% of 2021 income	5,370.24	0	3,000.00	2,370.24
McINTYRE Fund Princ	28,188.42	0	0	28,188.42
McIntyre Fund Inc	3,210.13	0		3,210.13

Upcoming Year

The Members reviewed the status of the 2023 appropriations request. Budget Committee meeting 11/9.

2023 BUDGET REQUEST

TOWN BUDGET	2021 APPROP	2022 APPROP	2023 REQUEST	DIFFERENCE
Wages	7,000.00	7,000.00	7,490.00	490.00
FICA	434.00	434.00	465.00	31.00
Medicare	102.00	102.00	109.00	7.00
Repairs & Maint	3,800.00	3,800.00	3,800.00	0
Supplies	100.00	100.00	100.00	0
Grounds Keeping Wage Stipend & Other	4,500.00	4,500.00	5,000.00	500.00
TOTALS TOWN	15,936.00	15,936.00	16,964.00	1,028.00
Special Warrant Articles	5,000.00	5,000.00	0	-5,000.00

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Request for Reimbursement

Candace has requested a reimbursement for the following expenses during the year:

\$70 attendance fee for NHMA Training Workshop

\$19.99 subscription fee for Google off-site electronic records storage

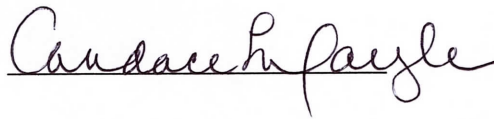
\$20.60 recording fee to BC Registry of Deeds to record Roberts ownership transfer at Hillside

MOTION: On a motion by John Dickey, seconded by JR Stockwell, it was voted to authorize a refund of \$110.59 to Candace Daigle for the above 2022 expenses. (2-0-1 Candace Daigle abstained)

Other BusinessAdjournment

MOTION: On a motion by John Dickey, seconded by JR Stockwell, it was voted unanimously to adjourn at 8:19pm. (3-0)

Respectfully Submitted,



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