

TRUSTEES OF CEMETERIES

Post Office Box 119

Town of Gilmanton, New Hampshire 03237-0119

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



Meeting Minutes
Monday, August 9, 2021 – 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 – May 11, 2021

MOTION: On a motion by John, seconded by JR, it was voted unanimously to accept the minutes of May 11, 2021, as written. (3-0)

Site Reports

- A. Ayers Crypt-Discussion on repair evaluation/price. JR and Kevin Fife viewed the site. They discussed rebuilding what may have been an extended entryway into the crypt with two sidewalls out about 10'. A level area in front of the crypt with a stone retaining wall exists. Mr. Fife gave an anticipated cost without taking trees as necessary. Trustees discussed getting a price which includes all the work. It's very steep to get a machine down to do the repairs so the machine operator is going to have to indicate exactly what trees need to be taken. Although we have an easement to access and maintain the site, we also need to speak with the new owners about our intentions. JR will check further for a price to do both parts of the job. Candace will write to the new owners.
- B. Beech Grove
1. Hodgdon stone-Laonia Monument to seal this year. Not yet repaired.
 2. Removal of Ash Trees project. Arbor Tech broke job down into two parts; remove trees along driveway (\$5,800) and then within and abutting the actual cemetery (price to be determined). They will schedule part one for this year. We have authority of two abutters. John will contact the third.
MOTION: On a motion by J. Dickey, seconded by JR Stockwell it was voted unanimously to contract with Arbor Tech per their proposal of 6/11/21 for \$5,800, to remove 26± ash trees plus 2 other dead trees along cemetery driveway. (3-0)
We've contacted Arbor Tech for the proposal for a full day around/in the remainder of the cemetery (part two).
 3. Paul will reset more securely the site name sign.
 4. Laonia Monument found the area of the Williams new plot quite bony when they set the new corner markers. Unfortunately, Beech Grove is a stony site. The plot owner would have access from the road for a machine if they have full burials.
- C. Besse-Rec'd Planning Board item on abutter, Abbott installing solar panels. Responded that we have a 25' "no disturbance" area around cemetery, but no comment on proposal. Paul reported that they have cut the trees in the area for the installation and it looks like they've maintained the required setback. He's keep an eye on that setback during the installation.
- D. Buzzell

Candace L. Daigle
(603) 267-8274

Leonard Stockwell, Jr.
(603) 267-7502

John Dickey
(603) 267-6098

MINUTES ISSUED IN DRAFT-SUBJECT TO AMENDMENT/ADOPTION AT SUBSEQUENT MEETING-MINUTES AVAILABLE August 16, 2021

1. 2020 posts and pins are yet to be added to our working plan.
 2. There is no purchase recommendation on location pins/metal detector yet.
 3. JR will check on weed control.
 4. Gates have to be adjusted. A visitor could not open. The pedestrian gate has been chained open for now. All gates should all be annually checked in all sites for easy access.
- E. Carr hasn't been serviced for the season, so no action on the Poison Ivy.
- F. Guinea Ridge – site name sign ordered; deposit paid.
- G. Hillside-The abutting owner is having their lot surveyed. We provided the surveyor with some historic information and they promised us a copy of the deed. We will follow-up as necessary.
- H. Indian – will just need one (fall) cleanout this year. Leclerc's corresponded noting it looked good.
- I. Levi Hutchinson – a thank you letter was sent to property owner for allowing all access to both Levi and Plummer.
- J. Lougee – Site name sign ordered; deposit paid. The two trees adjacent to and the one tree inside Lougee have not yet been removed by Mr. Burdett as planned.
- K. Merrill-Beede work contracted, gate needs work. The Trustees discussed currently contracted and future stone work possibilities. It's clear that Mr. Beede is extremely busy. Candace will contact Dignified and see if they would be interested, especially in Tibbetts as that's a larger job. Mr. Beede might be willing to do some of the small jobs, like Merrill.
- L. Plummer – a thank you letter sent to property owner for allowing all access to both Levi and Plummer.
- M. Sawyer Lake – sign ordered; deposit paid
- N. Tibbetts – Candace will contact Dignified regarding this project.
- O. Town Farm – Trustees found deed referring to the "burying yard". It is exactly where they visited last year. They will revisit in the fall. Mr. Wilson, owner, is also interested in attending. There is a conservation easement on the parcel.
- P. Weed – Paul said the property owner was clearing out around the Weed Cemetery. It will make it easier for staff to access. There are some small trees within that staff will take care of.
- Q. Wilson Hill – site was done for Memorial Day and descendants were pleased.

Other Project Reports

- A. Trees – We need an inventory of all other sites so we can budget for.
- B. Site locating/marketing equip - Alum discs w/steel spikes and locator type/price. No additional info.
- C. Orphan stones
1. Stones from Gilmanton tax deeded lot: George West (Concord cemetery) picked up two for Concord (Dawn Reid and Richard Kenneth Perkins, Jr.) and two for Boscawen (Fletcher Griffin/Ethel Ham and Ethel). Have 2 left (Catherine M. Doherty 1886/1969 and Glen Youngman 1966/1983). Both Concord and I researched and can find no info.
 2. We also have two duplicates(?) for Copp: John Marstin (sometimes spelled Marston) & Mary Copp. These are both in the burial records for Copp. Paul will look to see if there are already stones there for them and place these two back to back with the existing stones if so.
 3. JR has an Andrew Edgerly stone.
 4. Carl has a Janet Iola stone.
 5. There are several whole/partial footstones on the wall at Buzzell.
 6. The Ruth Jones stone is in the basement at 566 Loon Pond Road.
 7. There was a stone found at the Craftsman's house on 140.
 8. There were 3 stones at Steve Winchester's home that were duplicates of stones at Smith Meeting House.

Trustees will follow the adopted Policy and those for which no record can be found will be placed at the Buzzell Cemetery, along the wall in the cremation area, with a suitable sign which we can see about purchasing at the Prison Sign Shop.

Financial

- A. Funds - The Trustees reviewed principal and income balances in the:
1. Perpetual Care Funds (restricted to maintenance only of the grave or plot for which they were donated),
 2. General Care Funds (restricted to maintenance only of, first the grave or plot for which they were donated; second for remaining areas within that specific cemetery),
 3. McIntyre Fund (may be used in any cemetery owned/managed by the Town for any use included in the original donation),
 4. Expendable Trust Fund (funded primarily by any balance of Town Budget remaining at year-end).
- B. Town Budget
- 2020: Final yearend report was provided to Trustees on 6/23/21. The Trustees reviewed the use of a temporary expense budget line item from which expenses were paid during the year by the Town and funds were transferred back into the line item from Care Funds held by the Trust Fund Trustees at year-end to zero it out. This allows the Town to write all checks for money expended during the year keeping a very clear, accountable and easily accessible record of the use of both Town and Care monies.
- 2021:
1. Groundskeepers' stipend was increased from \$15 to \$18/hr as budgeted.
 2. Year-to-date reports were reviewed by the Trustees. All accounts appear in-line for work completed/to be done.
- 2022:
1. Trees-Board discussed part two of Beech Grove dead/dying tree project. It seems evident that there will be a second significant expense for one full day of tree work in and adjacent to the cemetery proper. The Trustees discussed requesting a second year of special funding for this work. We also have trees at Lougee (1 inside/2 outside) and Guinea Ridge (3-5 inside).
 2. Groundskeeping. The Trustees discussed that as properties that abut cemeteries change hands or where their maintained open space expands to include the area around the cemeteries that had previously been unmaintained, it becomes harder for our crew to dispose of leaves and branches/twigs on site. In addition, some sites are not easily closely accessed by vehicle which can add hours to cleanup/transportation costs. Recently, the Trustees authorized hiring a contractor for these situations during spring & fall cleanups to suction the leaves into their disposal vehicle once they've been collected by staff. However, that's a totally new expense to be taken from the Groundskeeping line-item.
 3. The Trustees discussed possible future expenses:
 - a. Beech Grove part-two trees
 - b. Trees in other sites
 - c. Ayer's Crypt reclaim
 - d. Buzzell-Magnetic locator & discs/spikes
 - e. Weed removal
 - f. Sanborn reclaim

It was noted that the 2021 mid-year status report will be made to the Selectmen on Monday 8/16, that the 2022 Budget Appropriation Request is due on Monday 8/23, and that the 2022 Budget

Appropriation Request presentation to the Selectmen is 6pm, Monday, Sept 20th. The Budget Committee meeting presentation has not yet been scheduled.

MOTION: On a motion by JR Stockwell, seconded by J. Dickey it was voted unanimously to make the following 2022 budget appropriation request:

Wages (no change)	\$7,000.00
FICA (no change)	434.00
Medicare (no change)	102.00
Repairs & Maint (no change)	3,800.00
Supplies (no change)	100.00
Groundskeeping (\$500.00 incr)	<u>5,000.00</u>
Total	<u>\$16,436.00</u>
(3-0)	

MOTION: On a motion by J. Dickey, seconded by JR Stockwell, it was voted unanimously to request a warrant article to place \$5,000.00 into the existing Cemetery Expendable Trust Fund for the purpose of dead/dying tree removal within and immediately adjacent to Cemeteries. (3-0)

Other Business

1. **Adjournment**

MOTION: On a motion by J. Dickey, seconded by JR Stockwell, it was voted unanimously to adjourn at 8:36pm. (3-0)

Respectfully Submitted,
