



# TRUSTEES OF CEMETERIES

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## Meeting Minutes

Tuesday, August 14, 2018, 7pm

Gilmanton Academy

503 Province Road

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

## Approval of Minutes – May 1, 2018

**MOTION:** On a motion by J. Dickey, seconded by JR Stockwell, it was voted unanimously to approve the minutes of May 1, 2018, at written. (3-0)

## Project Reports

### A. Buzzell

Paul will tend to the closure of an animal den in the French plot and sprouting maples on the Gault plot. The Leclair stone and corner markers are in. C. Moorehead has asked that trees growing along the outside of the stone wall in the parking area near the Clairmont plot be cut back. P. Lines will take care of.

### B. Plummer

A downed tree and fallen stone were taken care of by JR & Karen Stockwell.

### C. Wilson Hill

P. Lines replaced both flags on revolutionary war veterans' graves in the spring. He has also replaced the latch on the gate with more secure hardware.

### D. Foss

Mr. Foss's son will be cleaning up the cemetery this year. We'll check again on their schedule next year.

### E. Guinea Ridge

1. **Wall** – all had viewed the new wall and pictures were discussed. It is a single stone farmers wall similar to the rear wall of the cemetery. Mr. Fife had to build up, with crushed stone, the low point of the wall because rain kept filling that corner of the cemetery and wall base with water. This, and spreading loam along the frontage were outside of his original quote. The original quote was \$7,000. It was increased after further discussion with Mr. Fife to \$7,500. The most recent extra work finalized the price at \$8,000. An initial bill for part of the stone has already been paid for \$1,500, leaving \$6,500 to be paid. JR will confirm this number with Mr. Fife. The Town apparently provided the loam for the frontage work.

**MOTION:** On a motion by JR Stockwell, seconded by J. Dickey, it was voted unanimously to pay a total of \$8,000, less the already billed \$1,500 to include the drainage and landscaping work for the final front wall of the Guinea Ridge Cemetery to Twin Elms Landscape LLC, Kevin Fife. (3-0)

C. Daigle will send a letter of thanks to Mr. Fife for his work on this project.

2. **Gates** – all had viewed the new gates and pictures were discussed. In keeping with

the theme of the prior wire fence, the original posts were reused. A new frame and the original wire completed the fabrication. A new and different latching system was installed. The members discussed the tabs in the corners of the frame which were not actually used to support the wire fabric. A few suggestions were made to finish up the installation. P. Lines will check the interior of the right-side post, plug the opening on its face and secure the finial on top of the post. He will also touch up the paint on the left side post. Members liked the openings to the side of the gate posts which allows pedestrian access without swinging open the gates.

C. Daigle will send a letter of thanks to Mr. Pinette for his work on this project.

3. **Limb down** - P. Lines had been able to clean up a large limb down. It was the only part of that particular tree that was still alive.

F. **Beech Grove**

J. Dickey, P. Lines and C. Daigle laid out all the lots to the immediate left of the driveway putting in corner pins where possible. The last two lots are pending sale to Armand and Jane Lemire. The Willard stone has been erected but no cremains have yet been interred. C. Daigle will get estimate for some filling to the right of the driveway. J. Dickey reported on the recent Historical Society tour. Thirty to thirty-five people attended and were very interested in all of the main “characters” reported on. His next presentation, in September, will be post cards of Gilmanton.

G. **Town Pound**

JR Stockwell reported that there are not sufficient trees to erect the easement markers. He will be installing short sections of painted PVC over the boundary line pipes along the property line instead.

H. **Site Rules Signs**

Still no signs posts for the regulation signs.

I. **Site Name Signs**

Discussed needing name signs and choosing a universal sign design. The Belmont signs are very handsome but faded quickly. J. Dickey will check whether they were wood. Gilmanton’s should be made from a more durable material.

- J. Permanent record documents have been updated in the vault. C. Daigle is also creating an electronic record for ease of keeping/sharing on a day to day basis.

K. **Osgood**

Courtney Kelly, ArborTech, proposes to remove trees in Osgood on/about November 12<sup>th</sup>. He is aware that we have Mr. Beede also going in this year. J. Dickey has informed Mr. Beede of ArborTech’s schedule and Mr. Kelly will be contacting the property owners, Taylors, to also make them aware.

L. **Beede**

J. Dickey has been trying to reach Mr. Beede regarding his Gilmanton schedule but has been unable to do so at this time.

## **Budget/Staffing**

A. **Purchasing**

Recent e-mail from Town Administrator informing Trustees of amended purchasing policy; purchase orders signed by Selectmen are required for anything over \$1,500. Town Administrator can approve anything up to that amount. Research through the NHMA finds that the Cemetery Trustees are solely responsible for expenditures from the Expendable

Trust Fund, but staff will work closely with administration so that they have all necessary paperwork.

**B. Hiring Staff**

C. Daigle has reviewed the proposal to hire a Trustee family member as maintenance staff with both the Town Administrator and NHMA. According to both, there is no conflict of interest as long as the related Trustee takes no action related to that employment. The suggestion was made that the Trustees appoint a Sextant to create a significant barrier between the staff member and the Trustee. The Trustees will take that recommendation under consideration.

**C. Office Supplies**

C. Daigle is requesting reimbursement for office supplies in the amount of \$100. She has not requested reimbursement for any expenses for several years, but had higher expenses in recently updating the vault records.

**MOTION:** On a motion by J. Dickey, seconded by JR Stockwell, it was voted to authorize a \$100 reimbursement to C. Daigle for office supplies with invoices. (2-0-1 C. Daigle abstained)

**D. Maintenance Supplies**

C. Daigle has requested the purchase of grade stakes for corner marking. JR Stockwell said he has some and will donate them and cut them down/sharpen them for use.

**E. 2018 – Budget Report**

**As of 1/1/18**

**Remaining as of 8/10/18**

Wages/FICA/MC	5,530	3,027	(155 hrs to date)
Grounds Keeping	1,500	1,500	(to be used when funds are transferred from the below temporary account)
Repairs	3,650	50	(ArborT-SLake 850; Fife-Guinea 1500 & Pinette-Guinea gates 1250 to be transferred year's end)
Office	100	0	Daigle Reimbursement
Exp Trust Fund	25,968	25,968	Money is transferred out at year-end
Temporary Acct	0	-2,645	(N.Pinnette-GuineaGates 1250; 1,395 GroundsKeeping) This account is replenished in full with a transfer from the Expendable Trust Fund at year-end

Encumbered-\$16,780

- a. Arbor Tech-\$2,400 Osgood
- b. Kevin Fife-\$6,500 Guinea wall
- c. Beede-\$7,880 (Osgood 720-Proposed, Wilson Hill-Proposed 2,500, Buzzell 12 Posts 2,460, Tibbetts 1,800-2,200)

**MOTION:** On a motion by J. Dickey, seconded by JR Stockwell, it was voted unanimously to accept the quotes from Beede for stone straightening, uprighting and repairs at Osgood (\$720) and Wilson Hill (\$2,500) cemeteries. (3-0)

**Additional Stonework**

Discussion on future site for stone work sites such as Leavitt, Parsons, French and Sanborn. No

action taken.

**Other Business**

Respectfully Submitted,

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Candace L. Daigle, Trustee