

Cemetery 02-17-2018 Minutes Approved
Franconia Cemetery Trustees – Minutes
Location: O'Connor House 133 Church St, Franconia NH

Meeting called to order at 10:00 by Chair Barbara Holt. Attendees: Barbara Holt, Mary Brubaker and Jayne O'Connor.

Budget: The Trustees went over the end of the year figures from the Town Office, and took time to understand the differences in how the budget and financials look in Quickbooks vs the former financial system. There is concern that the new Profit & Loss report does not show the budgeted income from the Town, and therefore may not be easy to comprehend.

The MS9 report for January 2018 includes the \$875 from 2017 lot sales as it was not deposited until the end of the year.

The Trustees suggest that Town Administrator Holly Burbank list the Perpetual Care Fund as a permanent account in the income section, as money will come out of it and into the budget as income every year. It is currently listed under "Cemetery Income - other."

Barbara gave Jayne several forms she had created for the Cemetery. Barbara will put files from her home computer onto a USB drive so they can be shared with Mary, Jayne and the incoming Trustee.

Upcoming burials, lot sales and lot issues:

1. Anne Foss is interested in buying a lot.
2. A member of the Barry family would like to be sure there is space in the family lot for her to inter as a cremation, since an additional stone was recently added. Barbara believes there is space, and marked it on the lot sheet.
3. Pillsbury called about a burial for Fred Kendall, scheduled for May 5th.
4. Dorothy Lewis McPhee called about an internment May 19th for her mother.
5. Susan is scheduled to start May 1st.
6. Information about these items was left with Jayne, who will turn it over to Susan when she starts for the summer.

Barbara presented Mary and Jayne with paperwork on the "Procedure for Cemetery Lot Sales." The Trustees plan a "workshop" with Barbara (and the newly elected trustee) the afternoon of March 24, 25 or 26 at the Town Office to go over policies, procedures and record-keeping. They need to decide on the final date of this workshop.

We still don't have the CAD map back from Susan. There has been no known progress to date. If it is not received soon, the Trustees may reach out to Gardner Kellogg to see if he can get another copy of the file to them.

Entrance Gates:

We have not heard lately from the StandFast Works Forge about the Willow gates that are being redone. Mary will check on how they are doing. There was also discussion about whether it would be smart to move the Elmwood gates back from the road to make entrance to the cemetery easier for vehicles. The Trustees will have the folks from StandFast take a look when they bring back the Willow gate.

Price sheet:

Barbara updated the price sheet to show that we do not charge for Government-issued Veterans' Stones, and made a change to reflect weekend fees for digging graves. She gave each Trustee a copy and noted that the changes were already made on the website.

Barbara Holt will be leaving the Trustees of the Cemetery in March, and much of the meeting was spent going over procedures and the following pending items to try to make the transition as smooth as possible.

Cemetery Trustee items to consider now and/or in the future:

- 1. Determine actual cemetery bounds over the field/into the woods.
- 2. Clean up old brush/piles of tree trunks by/in the woods.
- 3. On the Town website, ask Kim to move the cemetery page to its own tab (currently difficult to find as it is under Public Works) - Mary will ask Kim about this.
- 4. On website, remove "Willow" from heading so it does not appear that the older cemetery is still open to burials. Perhaps add sentence at bottom of page that "Willow Cemetery is closed to burials, but open to visitors." - Mary will ask Kim to do this.
- Mary will also add the sentence about Willow Cemetery being "closed to burials, but open to visitors" on the pamphlet. She will also ask Kim to include the pamphlet on the website, as well. Mary will send the updated pamphlet file to Jayne, who will print some for the Town office and the Town Clerk office.
- 5. On website, replace Barbara's name with the new Trustee, and add other contacts for purchasing a lot. - Mary will ask Kim to do this after Town Meeting.

- 6. Decide whether to continue cemetery email. The cemetery email might be tied into the Eye on Water site which is very useful in determining usage, leaks, cost. It was decided to keep the email, have Susan use it for official business, but not list it on the Cemetery page of the Town website since it is not checked regularly all year. It was discussed that it should also not be used for first contact, genealogy questions or discussions, which can take up too much staff time.
- 7. There is now a lock on the closet that holds the Cemetery records in the Town Hall. Barbara has been assigned a key to the closet (which is shared between the Cemetery Trustees and the Supervisors of the Checklist); Barbara and Susan both have keys to the Town Building. Barbara will turn hers keys over to another Trustee when she leaves the committee in March.
- 8. Determine length of working season for Sexton – Barbara presented a list of hours by employees from 2008 through 2015 to show how much time it takes to do the job. Trustees decided to have the Sexton's job, and the burial season, run May 1st to October 15th. The length of season will determine the average number of hours the Sexton can work, figuring in perhaps 25 extra for full burial assistance (6 hrs x 4 burials)^[SEP]. It was suggested someone meet with Susan each week to go over her schedule and projects to be worked on.
- 9. Contact Scott Leslie regarding pavement project. He provided an oral estimate of \$10,000 for re-surfacing the cemetery roads, but has not provided a written estimate. Scott indicated he could do the work first thing in the spring. Holly said she was ok with the work being done in-house. This expense would come out of the Cemetery Maintenance Fund. Mary will talk to Scott about this.
- 10. Someone will need to drop by town hall on a weekly basis to sign Sexton's time card and obtain a copy of it and any bills for the Cemetery account.
- 11. The Town office staff (Holly, Jenny, Carol) need to be informed of which trustee to contact for incoming queries.
- 12. Determine which cemetery lots are available now for sale – Barbara suggests filling in open cremation spaces in rows 8 and 9.

- 13. Determine whether full-size 4-person traditional full burial lots should be sold when purchaser plans to use it as a 2-person cremation. Ditto 2-person full burial lot. Barbara feels the income is nice to have, but it is a waste of space and may encourage creation of “garden” lots.
- 14. Determine what to do about the “empty” Elmwood cemetery lots. Leave as is or track down purchasers and get permission from descendants to refund and re-sell? Most of these lots were sold for \$10 each, so would be able to refund that amount and sell for the current price. One drawback to re-selling is mixing old/new gravestones, and “gardens”. If decide to re-sell, Barbara suggests using only for cremations due to limited access to these lots. She cautioned that, with poor record keeping in the past, it may be difficult to determine whether there might be a burial in these monument-less lots. It was suggested we could always leave the old sections be, and perhaps just re-sell newer areas or those on the outside with easy access.
- 15. Start lists for 2018 Elmwood lot sales and burials. All previous years are typed in Excel and will be part of the files Barbara will provide to Mary and Jayne. Susan maintains the official burial list, but Barbara feels it is a good idea for trustees to also maintain a list in order to verify proper money deposits on the quarterly budget reports and the monthly MS-9 reports.
- 16. Meeting Minutes binder is in the locked closet in the Town Hall. Since the minutes have to be available to the public, perhaps the Trustees can find a place to store them in the Town Office, like Carol’s office, or put them online. Barbara noted that, as far as she knows, no one has asked to look at them. They used to be kept on a shelf behind Sally Small when she was the Town Administrator.
- 17. Barbara does not think the Cemetery was charged for any loam in 2017, but she believes Susan and Corey must have used some for the full burials. Susan may need some in 2018 to fill in low/non-grassy spots. It is not figured into budget.
- 18. There are Gravestones that need attention. Susan straightened up many of the small stones but there are still some that are leaning off their bases or too big to be handled in-house. Barbara suggests the Trustees make a new list, as her list is now out of date, and hire a professional (Littleton Monument?) to fix them, perhaps a few each year depending on the cost. If any are in perpetual care lots, we should be able to

use some of those specific accumulated incomes for this purpose.

- 19. Flags - There are still many of the small cemetery flags in the town garage which probably should be moved to the shed. Perhaps they can be stored up in the rafters.
- 20. Shed floor leak – should be checked out in early spring to determine if Susan's efforts to keep the water out by leaning-boards against the outside wall has worked.
- 21. Grass Seed – all old grass seed needs to be tossed. Barbara feels it might save time/money/water in the long run to buy a premium seed.
- 22. List of all purchased cemetery supplies is kept by Susan. She turns in original receipts to Holly with her time card. Barbara suggests asking Susan to record the number of gallons of gas, and cost per gallon for each fuel entry – as it will help in future budgeting.
- 23. Barbara noted that the lot numbers in rows 8 and 9 are tricky and not always consistent. i.e. 8A and 8B gets you into the correct row; then have to go lot 10A or 10B to get into correct half lot. She said she has been using lot A for first half purchased and lot B for remaining half, regardless of actual positioning.
- 24. Tree work - Barbara noted that if the Trustees use Warren's Tree Removal again, we should make sure that town hall has updated their computer address to Bethlehem. The incorrect address caused both checks sent in 2017 to go to the wrong location.
- 25. Cemetery Rubbing – there was only one request so far, and Barbara prepared paperwork for the request, but she is unaware of whether the requestors ever came back. Holly signed a permission paragraph which can be copied for future valid responsible requests. The requestors were Joanne Willett and her husband re: Hughes stone on lot 2-3-20.
- 26. Barbara gave Jayne her lot sale stubs, which are to be given to Holly with checks for purchasing lots. Susan has similar ones for burial checks to General Fund as Cemetery Income. This is to help ensure the checks are deposited into the proper accounts.

Meeting adjourned at 1:50 pm by Barbara Holt. Seconded by Jayne O'Connor. Passed by unanimous vote.

Respectfully submitted,
Jayne O'Connor, Secretary