

Cemetery 04-07-2018 Minutes Approved
Franconia Cemetery Trustees – Minutes
Location: O'Connor House 133 Church St, Franconia NH

Meeting called to order at 3:15 by Mary Brubaker. Attendees: Mary Brubaker, Chris Collman and Jayne O'Connor. There were no members of the public present.

Minutes of Feb. 2, 2018: Motion by Mary to accept the minutes as presented. Second by Chris. Approved by voice vote.

Election of officers: Following a short discussion, Chris moved that Mary be designated as Chair, Jayne as Secretary and Chris as Treasurer. Second by Jayne. Unanimous vote.

Duties for each office:

Mary as the Chairman - post the meetings, run the meetings, sign the time cards, do some special projects, request agenda items, write Annual Report. Time cards can be signed by any Trustee if Mary is unable to.

Chris as Treasurer will maintain the budget, request money from the Trustees of the Trust-funds and the Town Administrator to pay the bills. He also has an interest in historical documents, so perhaps can help keep the records up to date and digitize them.

Jayne, as Secretary, will be the primary person to sell lots (although any Trustee should be able to if she is not available) and keep records of the sales. Also take minutes and post them at the Town Hall. She will also work directly with the employee and is considered the Supervising Trustee.

Cemetery Map:

Jayne noted that she has not yet received the CAD map of the cemetery which Susan Simpson, the Sexton, says she has worked on over the winter. She has also not received any report of hours Susan has put in on the map. Jayne has thrice since January requested the map files be turned over to her, so they could be updated by someone else.

The new Cemetery Trustee, Chris Collman, has been working on the map and other cemetery files and forms, looking for ways to improve several of them. He has been using the much-corrected CAD version of the cemetery map that Barbara left us (a paper map) in an effort to get it into a more easily updatable format, such as Word or Excel, and showed the others his progress. He has the full cemetery map laid out in Excel, with a full numbering system, and is currently adding names to the numbered lots. It may or may not be a useful set up for the whole map but can at least be used to show individual sections of the cemetery.

On another spreadsheet, he has also created designations for the individual burial plots within the lots. Mary and Jayne noted that the designations may be most useful when opening up a new section of the cemetery.

Brochure:

Chris also made some edits and additions to the 3-panel brochure. Mary has an additional edit, so Chris will make the change, update the revision date, and send it to Jayne for printing.

Website:

The website was updated by Kim Cowles, per instructions from Jayne last month. It now shows Jayne as the contact for lot sales, and no longer shows the email address of the cemetery. The Trustees feel the email is not a good first contact, since it is not checked regularly all year.

Lot sales:

The Trustees listed the lots they feel should be sold next. This list will be given to Susan, and it is expected we will all adhere to the list.

Cremation lots: Section 3, Row 8b, lots 7 a&b, 8 a&b, 9 a&b.

(these are the same size as single lots but are not in areas where a vehicle can easily maneuver a casket).

Single lots: Split from any double lot - best to do in section 4, Row 11

Double lots: Section 3, Row 9, lots 11, 12,13

Quad lots: In new Section 4, Row 11, Lots 22-25, 27, 34, 35, 42,44,45,46-51

Mark Section 4, Row 12 a&b as not available for sale at this time.

Cremation lots are limited to 1 & 2 person sized lots. Using a big lot for cremations is considered a waste of limited cemetery land.

The lots in Section 4, Row 11, in front of Whitney's are blocked off because Gilman, Theirs and others in that area are not accessible for future burials. Somehow those lots got sold, even though they are actually part of the road.

Jayne has photos of the two areas where we are currently selling lots and sent them to the other Trustees. She will give this list to Susan, in case she discusses lots with potential buyers.

Trustee projects-

Mary:

- Verify the numbering in Row 10 with Chris.
- track down two people who want to sell lots back to the Cemetery. If they still want to sell, Mary will request the money from Karen Foss from the maintenance trust fund, and then Holly will write the check to the lot owners. There is no hurry on this, but it would be good to get it done.
- Adjust the lines on the Locke lot to be a double lot between two cremation lots, due to the stone facing the wrong direction. Again, no hurry.
- Speak with Scott about re-surfacing the road. He indicated it could be done in early spring, at a cost of about \$10,000, but we need a written estimate from him and a schedule.

Jayne:

- Contact the two funeral parlors to let them know Barbara is not here anymore and provide her name and telephone number for lot sales.
- Put public binder of minutes in Carol's Town Clerk office and add each new set. By State Law, minutes need to be available to the public.
- print more brochures once small correction is made and drop at Town Clerk's office.
- put a copy in the box outside the shed once Susan starts working
- Give Susan list of next lots to be sold, and the map.
- Review with Susan her start date, budget, expected hours, lot sales list, projects, and other work-related items.
- Get the cad files from Susan.

Chris:

- get keys from Holly, and we recommend all three get keys as burials happen fast and someone might not be around with the key when needed.
- get the Presby gas card straightened out so it says does not say "Franconia Life Squad and Cemetery."

- Obtain the burial records from 2016 & 2017 from Susan and store in the Town Hall closet with the others.
- Make correction to the brochure and send file to Jayne for printing
- Ask Holly to find the original dividend books for the perpetual care lots (upstairs at Town Hall) so we can begin working on the perpetual care fund separation.
- Ask Holly questions about the budgeting process and accounts. Rename the Trust Fund income account and meet with Karen Foss about the trust funds and how the transfers work.
- Also find out if the location of the burial records such as the lot cards (which show where people are buried) and historic deeds is fireproofed. If not, they should be kept in the vault.
- Barbara suggests re-numbering Row 10 up through Larson's plot. All of her corrections are on a copy of the map in red, except this one, and she'd like the lots verified before changing the numbers. Chris has the red-corrected map and he and Mary will verify the corrections before adding them to the map. Trustees should decide if renumbering makes sense, or if the numbers should be left as they are since lot owners would have to be notified of change.

Sexton's job for 2018:

The Trustees have a full year of time sheets from Susan with the number of hours spent mowing and trimming broken out from other work. This information was used to determine the percentage of time spent on perpetual care lots and the amount of money paid to the Town from the Trust Funds.

The Trustees feel it will be useful to have Susan continue breaking out the amount of time spent mowing and trimming until further notice.

The budget was reviewed, and it was determined the Sexton should plan to work 22 hours a week, but never more than 29 hours a week without advance permission from a Trustee. This should include time spent at burials. The Sexton can start work April 23, and the ending date will depend on any projects being completed this fall.

A date was not set for the next meeting.

Chris motioned meeting adjourned 5:10. Mary seconded.