

Cemetery 05-27-2018 Minutes Approved
Franconia Cemetery Trustees
Location: O'Connor House, 133 Church St, Franconia NH

Meeting called to order at 9:45 by Mary Brubaker. Attendees: Mary Brubaker, Chris Collman and Jayne O'Connor. There were no members of the public present.

Minutes of April 7, 2018: Motion by Mary to accept the minutes as presented. Second by Chris. Approved by voice vote.

There were two interments in May: Frederick Kendall in lot 4-7-49 on May 5th, and on May 19 Dorothy A. Lewis in lot 3-9-2. Chris will add these to the Excel file: Elmwood Burials. This list is used for the Town Report. Chris will send out the updated file to the other Trustees whenever needed or requested. Chris will ask Susan for the dollar amounts for the burials, and add these to the Excel file, also.

Chris will also verify the income for both burials were received by the Town and posted according to our directions.

The Cemetery Sexton, Susan Simpson Christenson, has been maintaining the cemetery book she has in the shed, which includes the recent burials and veterans lots requiring flags.

There have been no lot sales since the last meeting.

Mary and Chris took an inspection walk through the cemetery April 30th. There are some lots which are on the "to do" list:

- Laura Ramsey is doing her estate planning, and would like to be buried in the Barry lot (3-10-28.) with her parents Everett (full burial) and Sadie (cremation). Her brother, Charles, installed a 2nd monument on the lot in 2016 for 2 cremation burials for himself and his wife. Former Trustee Barbara Holt suggested to Laura that she could fit a cremation on the family lot, with a flat stone for herself, or add her information to one of the two monuments on the lot. Barbara also suggested, when time comes, we should verify the location of the full burial. The information is attached to the Barry lot card at the Town Hall.
- On the Locke lot (4-12-52A) the monument faces the wrong way. It was suggested by Barbara Holt that the lot line be adjusted rather than move the monument, and that the type of burial be verified. This would create a single lot on either side that could each be sold as cremation lots.

- The Valar and Hunt families have lots they would like to sell back to the Cemetery. Both lots are confirmed as empty, and Mary will work on this project. One Hunt cornerstone would need to be moved.
- Chris mentioned that he thinks the Collman family purchased a double lot, and a sister purchased a single which is adjacent, but the family ended up with a quad lot. He believes the family owes the Cemetery the cost difference.

Cemetery maintenance:

The requested corner fencing has been added by Susan at the intersection by the Mosedale lot, and at the south end of the Cemetery at the Herbert lot. These will greatly protect those two corner areas from vehicular traffic. The fencing can also be redirected to facilitate closure of the area when the ground is soggy.

Susan has mowed about 80% of the Elmwood Cemetery prior to Memorial Day. She will purchase new grass seed for the Cemetery. She will also apply bitter apple spray to the cedar trees to try to deter the bears from stripping off the bark.

Cemetery documents:

The Trustees reviewed and edited the Rules & Regulations. Chris will make the updates and forward the master copy to Kim Cowles so it can go on the Town website. At that time, he will also convert it into a tri-fold brochure.

Chris has been creating and updating documents related to the cemeteries (such as a checklist for selling lots, an internal worksheet for lot sales, and a sample Monument approval letter). He also provided copies of these documents to Susan for her review, and added appropriate comments and edits from Susan to the documents.

After discussion and review of the documents, Jayne made a motion that the documents created by Chris be approved. Second by Mary. Approved by voice vote.

Map of the Elmwood Cemetery:

Chris has been working on updating the map of the Cemetery in an Excel spreadsheet. He will continue as he is able.

Lot pricing:

Mary made a motion that the price of a non-resident single cremation lot be set the same as single 6'x10' lots. Chris seconded the motion. Approved unanimously by voice vote.

The Trustees discussed adding the cost of four cornerstones into the cost of a lot, since cornerstones are required but purchasers do not always follow-through on having them installed. The cornerstones are very important in setting the boundaries of the lots. Littleton Monument has given a price of \$295 for standard stones, installed. Chris will verify whether this price includes an initial at the top of the cornerstone. If a lot

purchaser would like something other than the standard cornerstones, the Trustees will add the cost difference onto the individual invoice.

Mary made a motion to add the cost of the cornerstones to the base price of the lots, to ensure all future lots sales include installed cornerstones. Second by Jayne. Approved unanimously by voice vote.

Chris will change the pricing sheet to reflect the changes and send it to Kim Cowles to include it on the cemetery page of the Town website.

Mary commended Chris for his work on this, the map, and all the other documents he has worked on. His work has been a tremendous help to the Trustees.

Treasurer's report:

Chris will ask Holly for copies of any invoices she pays for the Cemetery, and which accounts they are paid from. He will verify that deposits go into the proper accounts, as it can be confusing. Our first quarterly report for the cemetery will be the end of June, which is the Town's second quarter.

Capital Improvement Plan - There are five projects on the plan:

1. Willow Cemetery gates - The gates were refurbished by StandFast Works Forge of Maine. They were reinstalled 5/19 and the difference is very dramatic. The tops of the gate posts, which are "stepped," were made of steel by StandFast, as their subcontractor was unable to do the cast iron work in time for the reinstallation. Standfast can have them cast at a later time if we want the gate completely original. The Trustees would like them cast so the gates are original. Since the Trustees would like to have StandFast Works Forge renovate the Elmwood Cemetery Gates next, the caps can be forged at that time. The total cost was \$3900, (Mary, please verify this amount) which is \$700 less than anticipated due to the two pieces that were made of steel rather than iron. Two of the three payments have been made to date.
1. Elmwood Gates: We would like the same company (StandFast Works Forge) to refurbish these gates. Mary talked with SWF about moving the gate back away from Route 116 when it gets done. Gretchen from SWF mentioned that doing concrete work is "not their thing," and suggested we may want to get someone to do that part of it. We do not have a contract, nor firm plans yet for these gates. The 5-13-17 estimate, which has since expired, was for \$8820.
1. Elmwood Cemetery road improvements: the Town has informed us it does not wish to do the road after all, and we should find another option. The Trustees will pursue other options.
1. Elmwood fence replacement. No details yet.

1. Elmwood tree line work. No details yet.

Note: Mary told the Trustees that Karen Foss has offered to work with the Trustees on the capital improvement plan to ensure adequate money is available over the next few years to fund the remaining projects. Once these are done, the Trustees feel the Cemeteries will be back up to standard.

Other:

Chris noted that John Hanks of the Littleton Monument Company told him he prefers to use compacted stone rather than cement as a base when installing monuments. John Hanks feels that since the cement does not go down below the frost level it will eventually heave.

There is a "Right to Know" workshop sponsored by the NH Municipal Association June 8th from 9-4 in Rochester, and Jayne and Mary would like to attend. Jayne will notify Holly.

Mary provided Jayne with copies of the Town letterhead. Chris also created a letterhead for the Cemetery, which the Trustees will likely use for their correspondence.

Mary also brought a copy of the "Old Graveyard News," which is a cemetery newsletter, and an item her mother passed along to her about how the increase in cremations has caused a decrease in funding for some cemeteries (since cremations are less expensive than full burials). Jayne will read both, and then pass them along to Chris.

Chris gave Mary and Jayne each two lists of names: Names in Inscription Order (name on the primary monument on the lot) and Names in Lot Order (listed owner of lot). Along with the map, these lists are invaluable when trying to find/verify lots, monuments and owners.

For next meeting's agenda:

Map

Signage for section and rows

Road reconstruction

Safekeeping of Cemetery records

List of sellable lots

Trust fund answers from Attorney General

At 12:22 pm, Jayne moved to go into closed session to discuss a personnel matter pursuant to RSA 91-A:3;II (a). Mary seconded the motion. Mary voted yes, Jayne voted yes and Chris voted yes. The motion passed. There were no public members at the session.

The Trustees returned to public session at 12:30 p.m.

Motion by Jayne O'Connor to seal the minutes of the closed session. Second by Chris.
Approved by unanimous voice vote.

Mary Brubaker made a motion to adjourn the meeting at 12:35 pm. Second by Chris.
Approved by voice vote.

Respectfully submitted,
Jayne O'Connor, Secretary