

Cemetery 08-04-2018 Minutes - approved
Franconia Cemetery Trustees
Location: O'Connor House, 133 Church St, Franconia NH

Meeting called to order at 9:23 am by Mary Brubaker. Attendees: Mary Brubaker, Chris Collman and Jayne O'Connor. There were no members of the public present.

Minutes of May 27, 2018: Motion by Chris to accept the minutes as presented. Second by Mary. Approved by voice vote.

New Employee:

There is a new employee at the cemetery. Penny Keeler replaced Susan Simpson as Sexton, who was let go in June. Jayne has direct supervision and has been pleased with her work ethic and abilities. Jayne will send Penny's contact info to Chris and Mary. Jayne reported that there were two other applicants for the position. One applicant came from the Courier ad, and two from personal referrals.

Jayne will get emergency contact information from Penny for our records and for the Town Hall.

Mowing vendor:

Locke Lawncare has been doing the mowing, and Jayne is very pleased with their work. It takes about five hours to do Elmwood cemetery, and a little over an hour to do Willow.

Jayne will ask Casey how much time or percentage it takes to mow the open field at Elmwood? This will help determine the funds we can use from the perpetual care funds. Only two lots at Willow are perpetual care.

Mary mentioned that gravel is needed at the entrance to the Willow Cemetery make a smoother transition from the road pavement to the parking area. She will talk to Penny about having Kim and Scott take a look at it and ask for suggestions.

Treasurer's report:

The budget will be tight with the new employee and the mowing vendor, but the Trustees feel we will come fairly close to budget. Chris will ask Holy for monthly expenditure reports.

Right to Know Seminar: Jayne gave a report on the Right to Know seminar given by the Municipal Association. She reviewed ways the Trustees could do things to help with compliance. A summary of the information was sent to the Trustees and to Holly Burbank, Town Administrator, after the seminar.

Letter to Attorney General:

Chris has been working on a letter to the Attorney General asking for clarification on expenditures from the Perpetual Care funds, and whether the funds can be used for those graves' share of the capital improvements that will also benefit the perpetual care

graves such as access to the lots, security fences and the like.

Motion made by Jayne to approve and send the letter written by Chris. Second by Mary. Approved by voice vote.

Burial List/Monument list:

Chris has some additions to make to the burial and monument lists: Lewis, Kendall, Baby Childs (in the Gilbert lot), Ron Martin. Also will separate the Martin lot into two with one now called the Dodge lot.

Jayne has been working on an instruction sheet for how to properly take photos of the lot cards that are being digitized. She will send copies to the Trustees and to Penny.

Water Department Backflow valve

The Town Water Department has sent a letter to the Cemetery noting that it needs backflow valves at the cemetery to protect the Town water supply. Mary talked with Meaghan Caron, the Water Department administrator, who will have the inspector look at the system and make recommendations.

Survey of trees that need removed:

There are several trees that are encroaching on neighboring lots or have roots encroaching on lots. Some of these lots are still active, and burial will be difficult because of the roots. Mary suggested we have the one at Johnson's lot taken down. Jayne will check for others that should be done at the same time. Suggestion made to get a price from Warren Tree Service, who did an excellent job last time in working around the cemetery stones and taking the trunk down to the ground.

Road improvement project:

The Trustees would like to get the road project started. Mary will work with Kim and Scott to put out a bid request. The Trustees discussed concerns that the chosen company have equipment that can fit in between the narrow cemetery rows, and not damage monuments or cornerstone. Jayne moved that Mary is authorized to put out the bid request with assistance from Town staff, as needed. Chris seconded. Approved by voice vote.

Gates:

Willow gate.

The caps on the Willow Cemetery gates were made of steel rather than cast iron, as the forge's subcontractor could not get them made in time to be installed with the rest. Following discussion, the Trustees are happy with them, and will not require they be redone as cast iron.

Elmwood gate and Road

The Trustees discussed the estimates for the Road and Elmwood gate. The gate will be around \$9,000. They have received estimates on the road of from \$10,000-\$20,000. Karen Foss, a Trustee of the Town Trust Funds, has offered to help plan the timing to

have the least effect on investments. However, it makes sense to have the road done while the gate is removed for repairs. Chris will talk with Karen about timing. The plan is to get the gates removed this fall.

The Trustees would like to have the gate moved back from the road about 20-30 feet to give more space, recognizing that the gate is narrow and not all vehicles can fit. It will be tough to widen the historic gate, so moving it back from the road should give vehicles more space to maneuver when they realize they cannot fit.

The lilacs can probably remain where they are, since the gate won't be there anymore. Granite posts in front of the gate would help drivers realize if they can fit through the gate.

Map of the Elmwood Cemetery:
Chris is still working on updating the map.

List of sellable lots:
Jayne will make copies of the list for Mary and Chris, since each of the Trustees will be away during some dates in August.

Mary gone August 15-21
Chris gone August 11-17
Jayne gone August 9-15

Shed maintenance:
There appear to be carpenter ants in the upper corner of the shed. Chris feels this means we may have a problem with the roof.

Water has been an issue coming into the shed and gathering on the floor. Jayne will ask Penny to clear out behind the shed and make sure there is nothing stored back there and the ground is clear of leaves and debris all the way around the shed.

Shed inventory:
Chris made a list of the inventory. Mary suggests we go through the file cabinet to see if anything needs to be moved to the Town Hall. Penny has been instructed to purchase tools as needed and will work with Jayne on that.

Mary filled the others in on a few items:
Valars had talked about selling their lot back to the Cemetery, since the parents were buried in Switzerland. However, they informed Mary they are now planning to keep their lot.
Star Whitney's lot. Mary suggests the stones need to be sunk down to ground level to facilitate mowing. There has been a forsythia sitting in burlap at the lot. The Trustees do not know what is going on with the forsythia.

Memorial Garden:

Mary was approached by someone wondering if the Trustees would consider a memorial garden space at the cemetery. The Trustees have also discussed a Memorial Grove in the past. This discussion will be put on the agenda for the next meeting.

Sent to the Trustees:

A list of projects for the Sexton

A list of activities since the last meeting.

Instructions for taking photos of lot cards

The Trustees noted they are very pleased with Jayne's detailed steps on how to digitize the cemetery lot cards, as it is so important to start backing up those irreplaceable archives and the files still in current use.

Date for next meeting Wednesday, August 29, 2018 9-10:30 at the O'Connor house, 133 Church Street, Franconia.