

Cemetery 12-15-2020 Minutes-DRAFT
Franconia Cemetery Trustees
Location: via Zoom

Due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, we are confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.

We are utilizing Zoom for this electronic meeting. All members of the Cemetery Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the phone number provided on the Town Web Site, and at the locations where the meeting was posted.

Meeting called to order at 10:10 a.m. by Chair Mary Brubaker

Attendees recorded by roll call: Mary Brubaker, Robert "Chris" Collman and Jayne O'Connor. Town Administrator Kim Cowles monitored the meeting from the Town Hall and joined in as she deemed necessary. There were no members of the public present in the meeting.

Mary read the following note from Sexton Penny Keeler about the year with the following comments and suggestions:

Penny would like to see the lilacs at the entrance removed and ornamental plantings put there to show off the gate better. She feels the lilacs are out of control, and only look good for three weeks of the year while they bloom. She feels ornamental trees would look better.

Penny hopes to spend more time in the Willow Cemetery next year. All the cleanup at Elmwood for fence repairs and all the tree cutting and cleaning took a lot of her time which she otherwise could have spent at Willow. There is just a small area in Elmwood still requiring tree clearing. She wrote that Willow needs a lot of work as the brush has encroached on much of the boundary markers and into grave sites.

1. Review of minutes from 11/20/2020

Chris made a motion to accept the minutes as they stand. Mary Brubaker seconded the motion. It was approved unanimously by roll call vote, so that the motion passed.

2. Post season wrap-up, closing procedures.

The Gates are closed for the year. Penny Jayne made wreaths for the gates. Items that should not stay in the shed for the winter (tool batteries, D/2 liquid) have been stored at the Town building until spring.

3. Since last meeting...

A large pine tree blew down at Willow Cemetery. One curbstone damaged at Rideout lot, but the tree remarkably managed to fall between many other stones with no damage. Excellent cleanup

was performed by Sexton Penny, volunteer Bill O'Connor, town employees Corey and Jeremy. Thank you to them.

The insurance company covering Littleton Monument Company has completed its review of the damage to the front gate and sent out a check to cover the repair work, which Standfast Works Forge hopes to complete this fall or early in the spring.

4. The Trustees reviewed the finances and compared expenses to-date with the 2020 budget.

The records reflect that:

\$1,650 was brought in for burial fees (6 burials), which offset Cemetery expenses

The last payment (\$6,320) for refurbishing the iron main gate at Elmwood Cemetery was made in 2020 \$7,089.56 of the \$10,000 gift from Barbara Holt was used for:

Golf Cart and Shed door adjustment - \$5,099

Hedge trimmer - \$199

Stone cleaning supplies \$323.37

Flagholders - \$979

Lot corner markers - \$103

Fence repair - \$386.12

There appears to be up to \$3,000 remaining in the budget for 2020, and the Trustees chose not to spend it so that it will hopefully go back to reduce taxes.

5. The draft budget for 2021 was presented by Jayne, and reviewed at length by the Trustees. The proposal is for \$21,662 from the Town and \$1400 from Cemetery Maintenance Trust Fund (CMTF), with anticipated offsetting revenue of \$4,000.

Mary moved to approve the budget as presented, with a second by Chris. The motion was approved by a unanimous roll-call vote. Jayne will present the budget to Town Administrator Kim on 12/16/2020.

There was additional discussion about the Cemetery budget, as Jayne brought up the need for clearing some of the very large pines along the entrance road. Chris made a motion to reconsider the budget vote, with a second by Jayne. The motion passed with a unanimous roll-call vote.

Jayne made a motion to amend the 2021 proposed budget by adding \$1,000 for tree work and to approve the budget at \$22,662 from the Town and \$1,400 from the CMTF and anticipated offsetting revenue of \$4,000. The motion was seconded by Mary. The motion was approved unanimously by a roll-call vote.

6. Trust Fund Transfers

Chris presented his spread sheet showing the 2020 transfers to and from the Cemetery accounts to the Town General Fund and the Cemetery Trust Funds:

a. Perpetual Care CMTF to Town general fund for work performed on behalf of the Perpetual Care lots - Elmwood 1064.88 plus Willow \$18.33 = \$1,083.21

b. From the Town to the CMTF from lot sales – \$375 (Towle lot of \$670 minus \$295 for cornerstones)

c. The Town will correct the \$1100 from Berlack lot sale erroneously credited to the Recreation Trust Fund.

Chris will report these transfer amounts to the Town Trustees of the Trust Funds.

7. Ordering flags

Chris will order flags for 2021 for both cemeteries.

8. Map status

Chris will check on the status of the Elmwood Cemetery Map, which is being updated by Kellogg Gardner.

9. Write-up for Town Report – Mary will write a draft and add the numbers and info from Chris. She will also add the List of 2020 Burials and Lot Sales from Jayne. Jayne needs to add lot numbers to the official lists.

10. Warrant articles for Town Meeting

Mary will write the two Warrant articles for the Town Meeting, required for administering the CMTF, and provide them to Kim.

Chris made a motion to adjourn the meeting. Mary seconded the motion. The motion was approved unanimously by a roll-call vote at 1:20 pm