

Cemetery 6/20/2020 Minutes-APPROVED

Franconia Cemetery Trustees

Location: The Pavilion, Academy Street, Franconia NH

Meeting called to order at 9:45 a.m. by Mary Brubaker

Attendees: Mary Brubaker, Robert "Chris" Collman and Jayne O'Connor. There were no members of the public present

1. Minutes from 12/11/2019

Motion by Chris to approve as written. Second by Mary. Approved unanimously by voice vote.

2. Town Administrator

Holly Burbank, Town Administrator, left Town service in February. The new administrator is Kim Cowles, who will split the job between Town Administrator, Buildings and Grounds and Recreation Director. The trustees congratulated Kim, and look forward to working with her in her new position and duties.

3. Town Meeting March 10, 2020

* The Town's Annual Report was dedicated to Barbara Holt, a former Cemetery Trustee

* Jayne was re-elected as Cemetery Trustee. She will find out if she needs to take a new oath of office.

* In Warrant Article 02, the Town Line Item Budget, The Cemeteries expense amount is: \$18,894.00

* The entire Franconia Budget of \$1,844,630 was reduced by \$100,000 by a vote at the Town Meeting

* Warrant Article 14: 2019 Fundraising & Donations: \$11,050 was voted into the Cemetery

Maintenance Fund. This does not include the Berlack check for \$1,100 which was posted incorrectly into the Town accounts, and only recently located. This money will have to be officially accepted into the CMF at the next Town Meeting.

* The 2019 amount the Trustees were able to transfer from the Perpetual Care accounts to reimburse for the cost of maintaining the Perpetual Care lots was: \$860

* Mary pointed out that we neglected to have the Town vote on two housekeeping warrant articles needed to retroactively set up and fund the Cemetery Maintenance Trust Fund, so will need to do it at the 2021 meeting. (See notes from meeting with Terry Knowles 4/8/2019)

4. Since the last Trustees meeting:

-The new gravel Elmwood Roads dried out well in the spring. The Trustees did not open the gates until they felt the roads were dry, but a few people wanted to get in before that, and complained. Jayne had a confrontation on Sunday, April 5 involving someone forcefully entering Elmwood through a closed gate. This resulted in Jayne filing a police report

-New flag holders are in place. Chris found holders that fit our current flags and other sizes, and the holders were all replaced by Penny this spring. Mary would like them all set to overlap the stones and feels this would make mowing easier; or whichever way they are placed, have them all match consistently

-Jayne gave Chris a list of graves with flags that are not on Chris' veterans list, so he will check those names. Some on the list are living, but have stones at the Cemetery. Do they get flags? The Trustees will have to think about this.

-Mowing: Penny is now in charge of communicating with Trevor Lapete about all non-monetary mowing issues. She walked the Elmwood Cemetery with him recently and feels confident the two will work well together. Budgeted \$8,000 for 2020 mowing.

-Many cemetery documents are accessible to the Cemetery Trustees on Google Cloud. The paper records at the Town Hall are considered the official records, but it is very convenient to be able to access the records from anywhere. Thank you to Chris for setting this up. There was a discussion about making some of these lists available to the public: the names of those buried in the Town cemeteries, maiden names and veterans lists are ones that can be done most easily. Chris has been updating all of these, as well as the official booklet of inscriptions for both cemeteries. When complete, the booklet will be kept at the Franconia Heritage Museum.

-The stone bench at Tommy and Paula Giacobbe's lot (4-12-49-B) is back after being repaired. The epoxy on the bench could not be finished due to a rainstorm the day it returned, so the seat still has caution tape on it until the workers return to finish the job.

-The Trustees were invited to a private home off Route 116 as the owners found stone fragments with writing and were concerned they might be pieces of gravestones. The Trustees examined the fragments and determined they are not gravestones, but thanked the property owners for contacting the Town. The Trustees are always interested in locating burial sites or gravestones outside the two Town Cemeteries.

-Penny has been straightening stones in Elmwood when she is able. Eric Meth and Tucker Sheffer have both helped her this year.

-Jayne has been marking the corners of lots that do not have cornerstones. She is not happy with the silicone markers she has been using, so is looking at alternatives. To date about 70 of 225 pins have been placed.

-Jayne is hoping to have kiosks at the front and rear entrance of Elmwood to hold notices and perhaps a small copy of the map.

-John Hanks repaired the George Maxwell stone at Willow. Jayne reported that, upon closer inspection, the Adelaide stone, near the entrance and on the left, appears to have been stabilized in place, likely by the Chris Brooks group.

-Jayne posted on the Franconia Front Porch Facebook Page a request for volunteers to water annual flowers at Elmwood Cemetery, and has gotten some response.

-Dog walkers have been better about picking up after their dogs this year. Jayne has been policing this.

-Jayne's husband, Bill, has been helping Penny trim branches along the entry road.

Elmwood gate: The main Elmwood Gate was refurbished by Tim Greene & Gretchen Davis of StandFast Works Forge over the winter, and reinstalled the first week of June. The gate looks wonderful. All 3 trustees have inspected it and the final invoice can now be paid. The forge will create bollards to protect the gate from impacts, and the Trustees discussed having narrow sections of gates made which can be added to the bollards when the Cemetery closes for the season. These “winter gates” would be too narrow for vehicles, but wide enough for the sidewalk plow and walkers to use it in the winter. Mary will work with the Town and forge on these.

Cemetery Map: Chris arranged for surveyor Gardner Kellogg to update the Elmwood Cemetery Map that Kellogg worked on in 1981. Jayne made corrections to the map, proofed it, then updated the lot cards and files and transferred the updated records on-line to take the place of the existing ones. Barbara Holt had made many corrections and updates, so all of these will be part of the completed map once Kellogg is finished.

There are some lots marked Not for Sale by Barbara with no explanation. The Trustees will make notes on lot cards whenever lots cannot be sold or have issues which may need explanation in the future.

5. Burials & Lot Sales

Burials for 2019 to date:

Perry Moulton

Artek Langworthy

Susan Kyller

Lot sales: Phyllis & Parker Towle

6. New stones so far:

Phyllis Herbert

A paver and brass plaque at Pineo

Maxwell stone repaired by John Hanks.

7. Golf Cart/ 4 wheeler vote

Jayne provided the trustees with the four responses she received after sending a Request for Proposal letter to golf cart dealers. Chris set up a scoring matrix to help decide the best option.

Following discussion, Chris moved to authorize Jayne to spend up to \$5000 for a used 2016 Yamaha gas golf cart or similar, from North Country Golf Carts. Second by Mary.

Motion passed unanimously by voice vote. North Country Golf Carts is a State-approved vendor and supplies similar carts to the State Parks.

8. Press Release re: gates

The Trustees are working on a press release and photos of the gate project.

Items to do at the Cemeteries:

- Change fencepost placements in Range 11 & 12 to better align with the ends of the ranges

- Protect the corners of the Hultgren lot, which are being impacted by the road
- Remove the stones from the woods outside Willow Cemetery (Kim suggests Corey and Jeremy can help with this)
- Order flags for next year
- Produce signs for the end of the ranges
- Decide what signs will be helpful at the Elmwood Cemetery
- Determine why there is a military stone in the shed, and what to do with it
- Consider adding a pole saw to the tools at Elmwood Cemetery (Barbara's notes mention purchasing one, but it is not in the shed)
- Develop a plan for next year's planned refurbishing of the perimeter fence

NEXT MEETING Saturday, July 18th, 9:30 at the Pavilion

Motion by Mary Brubaker at 1 p.m. to adjourn the meeting. Second by Jayne O'Connor. Approved by unanimous voice vote.

Trustee to-do list:

Mary:

- find the name of the new Trustee of the Trust Funds
- work with the folks at the forge on the bollards and winter gates
- remember to add two housekeeping warrant articles to next year's Town Meeting
- talk with Corey about moving the water drain/blowout away from the main entrance road and closer to the woods

Jayne

- research the Berlack check to be sure it gets credited to the CMF account (contacted Kim 6/22)
- find out from Kim how we access the donation from Barbara Holt to purchase the golf cart and other items on the budget paid by that donation (working with Kim on it)
- Verify if she needs to retake the oath of office from Carol
- Ask Kim if Corey and Jeremy can help Penny move the Willow stones out of the woods
- Arrange purchase and delivery of golf cart from North Country Golf Carts

Chris:

- check list of graves that have flags but are not on the list of Veterans.
- make available to the public list of burials with names, maiden names, veteran status and others as permissible