

## Cemetery 6-22-2023 Minutes – APPROVED

Franconia Cemetery Trustees

Location: The Town Hall, Main Street, Franconia NH

Meeting called to order at 9:25 by Chair Mary Brubaker. Attendees: Jayne O'Connor, Mary Brubaker, Chris Collman. There were no members of the public present.

1. Review Minutes of 5/16/23. Mary made a motion to accept the minutes, with additions. Second by Chris. Approved unanimously by voice vote.

2. Since Last Meeting:

Municipal seminar was 6/8. Mary and Chris attended virtually and provided Jayne with links to the videos and documents presented.

The trustees went over Jayne's notations from the seminar documents, including those related to private burial grounds.

Jayne will add suggested notations to Franconia's Right-to-Inter Letter and the Sales form. She will also update the Rules & Regs so it can replace the one on the Town website, and she will add a page of NH Laws pertaining to burial lots to be looked at the next time the trustees meet.

Chris will send a note to the Attorney General asking if the Selectmen need to sign the Right-to-Inter letters. Franconia no longer does deeds for lot sales.

3. Burials: (list to date)

Robert Peraino	May 20	Lot 3-9B-12
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4. Lot Purchases: (list to date)

Robert Peraino	Lot 3-9B-12
Edward Rolfe	Lots 4-11-50 and 4-11-51
Robert DeSimone	Lot 2-6-3
Mike Ford	Lot 4-12-53B

5. Future Burials Scheduled:

Barbara Ford	July 9	Lot 4-12-53B
Donald Clark	July 22	Lot 4-12-25

6. Review Expenses to Date:

Jenny provided the P&L to Budget report from Quickbooks for the trustees to review. It appears the Cemetery Budget was not updated from last year, as it does not include the projected income from the Cemetery Maintenance Trust Fund (\$11,000) and the Perpetual Care Funds (\$1,756).

The budget on Quickbooks also does not include lines for Trustee Expenses (\$300) and Mileage (\$30). Jayne will look into this with Jenny.

7. Sexton Updates:

2022 Employee Performance Appraisal - Jayne will do

8. Sexton Agenda Requests:

Penny asked Chris to update the Veterans list, and he is working on it

9. MS-9 Expenditures and Income:

Reports have not yet been checked this month

10. Signs for ends of rows:

Chris is working on how the slate signs will be attached to posts.

11. Plaque honoring Barbara:

Jayne will find a place for it on the Cemetery shed.

12. TTF correspondence: moved to future meeting

Memo regarding definitions of available PC funds

Willis Phillips

Timely notification of invoice payments

Voucher for transfers

13. Fence plan:

Jayne saw in the Selectmen minutes that the Town has used Vermont Recreational Surfacing and Fencing for the ice rink. Mary will add them to the list to contact about the Elmwood Fence

14. Tree work plan:

Barbara and Steve Chardon have offered to use their brush hog to clear some brush around the Willow Cemetery. If they are able to volunteer their time and equipment, they would work under the direction of Sexton Penny.

15. Other:

Deeds from early graves at Elmwood are missing. There was a discussion as to what may have happened to the documents. Chris will check the system at the Grafton County Registrar of Deeds to see if they are recorded there.

16. Set date for Next Meeting:

Wednesday, July 19 at 9:15 a.m. at the Town Building

Respectfully submitted,  
Jayne O'Connor, Trustee  
Franconia Cemeteries