

Cemetery 8-31-2019 **Minutes-Approved**

Franconia Cemetery Trustees

Location: O'Connor Residence, 133 Church St, Franconia NH.

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

Attendees: Mary Brubaker, Robert "Chris" Collman and Jayne O'Connor.

1. The Trustees held a moment of silence for Barbara Holt, a former Cemetery Trustee who died this summer. The Trustees discussed how Barbara had set up and organized so much of the administration of the Cemetery.

2. Minutes: Motion by Chris to approve the minutes of 5/14/19. Second by Mary. Approved by unanimous voice vote.

3. Activity since the last Trustee meeting:

- The main Gate was removed for reconditioning

- The roads were resurfaced

- The truck issues were diagnosed

- Cemetery Records put up on Cloud

- The Town acquired a credit card for Penny's use

4. Disposal of truck:

The old truck used by the Cemetery is no longer working. The truck had been acquired from the Elementary School, and was not inspectable, but had been used in the Cemetery to haul stones, branches and such. It does not start, has extensive rust, and has been spraying gasoline from above the fuel tank. Jayne received a list of needed repairs and a quote, and the decision was made to retire the vehicle from Town service. There was a motion by Mary to dispose of the Truck, which has exceeded its usable life. Second by Chris. Approved by unanimous voice vote.

The Trustees would like to compensate Penny for using her own truck in the Cemetery. The use does not entail many miles, but it involves work that is often hard on the truck. The Trustees will discuss this at a Fall meeting.

There is a four wheeler and a trailer at the Town garage behind the Cemetery. Mary will ask if those are available for the Cemetery to use, or if there are other already-existing options. A vehicle is needed that can be used to carry brush and tree limbs to the brush pile. Chris suggested that Penny may be able to stage the brush in a location where the Town can push it onto the large pile every so often.

5. Recap gate and road finances:

The Trustees voted 5/1/19 to spend up to \$35,000 from Cemetery Maintenance Fund on roads and gate project. This was approved at the Town Meeting in March.

The Town has paid out to date \$23,910 (\$2,500 gate deposit +\$21,410 roads). StandFast Forge has a balance (\$6,320) for the gate work, which is not due at this time. There remains \$4,770 for contingencies, already voted on this, to spend if necessary.

The Trustees are very pleased with the new road surface. Mary reported that Northern New England Field Services (NNEFS) did not charge extra for the additional work that had to be done as there was a tradeoff in the amount of material needed. She sent a thank you note to Dennis Thompson for his help and expertise on this project.

The Trustees understand that the new surface will last much longer if vehicles are kept off the road in the spring when the ground is wet. The Trustees will try to do this by closing the roads in the Spring, posting it on the Town website and perhaps having a place to post it at the entrances. Mr. Thompson suggested the Town Crew use a yolk rake on the roads in the spring.

6. Finances:

Chris just requested an updated financial statement from Town Administrator Holly Burbank, so he will work on this. Chris reviewed the finances through July 11, using a new report format that works very well.

7. The Cemetery vital records, such as the map, the lot cards, the deeds and Right to Inter letters are all online on the Google Cloud. Jayne thanked Chris for setting it up, as the records are very easy to access when needed. The official records are still the ones at the Town Hall, and Jayne will update those this winter.

8. The Trustees met briefly at the entrance to the Cemetery to:

- a. Review the road surfacing
- b. Decide gate placement. It was decided that two sets of bollards would be helpful to protect the refurbished gate from damage - one set in front of the gate and one set behind it.

9. Stone in woods at Willow Cemetery

There is a gravestone in the woods of the Willow Cemetery for Polly Colby 1823 (not Polly Lane Colby 1785-1862 2nd wife of Wm Colby 1782- 1858) Trustees will take a look at this and do some research to determine where the stone should be.

10. When there is an order for cornerstones, Jayne needs to give Holly a purchase order so she knows it is okay to pay out of the Cemetery account, with a reminder of how much of the check goes into the cemetery maintenance fund and how much goes into the budget.

11. There is a new town policy that most committee meetings are now being held at the Town Hall. The Cemetery Trustee meetings are on the exempt list.

12. List updates. Activity in 2019 to date

Interments:

1. Elizabeth Witcher Harriman in the Webber lot 3-8A-6B. Cremation burial July 10, 2019. \$150 pd
2. Elvira Mary Opalinski Lot 2-6-1. Cremation burial June 15, 2019. \$200 pd
3. Kirman Pineo Lot 4-12-56A, Full burial 7-18-19 \$400 pd
4. Marjorie Taylor Lot 3-7-14. Cremation burial 8-10-2019 \$200 pd

Total income to date for budget: \$950

Lot sales:

1. Robert Girard. Lot 4-12-36B single. \$820 (525 for lot to Maintenance Trust Fund and 295 to budget for cornerstones)
2. Cindy Berlack. Lot 4-11-27 quad lot. Next to current lot. Moving one cornerstone in the front, and ordering two for the back (Cindy ordering direct with John Hanks) \$1100 direct to Maintenance Trust Fund.

Total income to date for Maintenance Trust Fund: \$1,625 and for cornerstones: \$295.

Chris has added the burials to the lists, and Jayne will provide him a list of new stones by the end of the year.

13. Any other business

Employee: Jayne reported that Penny has been working on the list of items provided her for this year. She is currently locating and uncovering cornerstones that have sunk out of site below ground level, which is very helpful. Jayne has twice reminded Penny to wear closed-toe shoes and proper work clothes to protect herself while in the Cemetery as she works around hand and power tools.

Jayne noted that the cremation area of the Cemetery has small lots which do not all have cornerstones. This makes it difficult to locate individual lots. At Chris' suggestion, she will look for small stones (such as cobblestones) to use as "place holders."

Motion at 12:15 by Mary Brubaker to adjourn the meeting. Second by Jayne O'Connor. Approved by unanimous voice vote.

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Jayne O'Connor, Trustee
Franconia Cemeteries