



Grantham Cemetery Trustees
Meeting Minutes
Jerry Whitney Memorial Conference Room
300 Route 10 South, Grantham, NH

September 17, 2019

FINAL

I. CALL TO ORDER

Chair Warren Kimball called the meeting to order at 6:30 p.m. The meeting was held in the Jerry Whitney Memorial Conference Room of the Grantham Town Hall located at 300 Route 10 South in Grantham, NH.

Present: Chair Warren Kimball, C. Peter James and Board Clerk Emily Owens;

Members not present: Ralph Beasley

II. REVIEW AND APPROVAL OF THE MINUTES FROM JULY 16, 2019 AND AUGUST 29, 2019:

C. Peter James made a motion to approve the July 16, 2019, seconded by Warren Kimball.

Approved 2-0. C. Peter James made a motion to approve the August 29, 2019, seconded by Warren Kimball. **Approved 2-0.**

III. NEW BUSINESS

- a. **NHCA:** Grantham has been invited to attend the New Hampshire Cemetery Association semi-annual meeting at The Derryfield, 625 Mammoth Road in Manchester New Hampshire, on October 9th from 9:00 a.m. to noon. Trustee Kimball and Trustee James have decided to attend. Trustee Beasley will be emailed about the meeting and invited.
- b. **Inquires Regarding Genealogy:** The Trustees decided to post the information previously collected on the Town's website but not have the Town respond to specific requests. Board Clerk Owens will add the Grantham Historical Society pamphlet picture and the website links for Find a Grave for the cemeteries already categorized. The Trustees decided to document the remaining cemeteries starting with Fisher, Brown, Hilldale Memorial, Grantham Memorial and Littlefield one at a time.
- c. **Christmas Wreath:** Bob Lewis mentioned to C. Peter James that a wreath is placed in one of the cemeteries. Trustee James will look into this further and report back to the Trustees.

IV. OLD BUSINESS

- a. **Website Organization:** Office Assistant Marianne Roberts updated the website to include the regulations and contact information for Warren Legacy, Town Sexton.

b. Deed Organization: Trustee Kimball reviewed the current procedure for purchasing plots, creating deeds and recording them.

1. **Step One:** A person interested in purchasing a plot or plots should Get in touch with Warren Legacy, Town Sexton. Sexton Legacy should record the name(s) of the individual(s) purchasing the plot(s), the name(s) of individual(s) being placed in the plot(s), survey the plot(s), coordinate with the funeral home and create the deed.
2. **Step Two:** Sexton Legacy should create a copy of the deed and stamp the copy deed as "Copy". The copy deed and a current copy of the Grantham Cemetery Regulations should be mailed to the individual(s) purchasing the plot(s).
3. **Step Three:** The original deed should be given to the Town Clerk to be filed in the Vault located in the Town Office Building. In the Vault there are 3 binders that contain the current deeds for various cemeteries.

The Trustees suggest the following changes in **BOLD CAPS**:

1. **Step One:** A person interested in purchasing a plot or plots should **FILL OUT THE APPLICATION LOCATED ON THE WEBSITE AND MAIL COMPLETED APPLICATION TO TOWN SEXTON. (APPLICATION NEEDS TO BE ADDED TO WEBSITE AND ADDRESS FOR WARREN LEGACY NEEDS TO BE ON THE APPLICATION)**
2. **Step Two: CONTACT** Town Sexton **TO DISCUSS SPECIFICS LIKE PLOT LOCATIONS.** Sexton should record the name(s) of the individual(s) purchasing the plot(s), the name(s) of individual(s) being placed in the plot(s), survey the plot(s), coordinate with the funeral home and create the deed. **SEXTON SHOULD GIVE THE DEED TO THE TOWN OFFICE STAFF.**
3. **Step Three: TOWN OFFICE STAFF** should create a copy of the deed and stamp the copy deed as "Copy". The copy deed and a current copy of the Grantham Cemetery Regulations should be mailed to the individual(s) purchasing the plot(s). **(APPLICATION NEEDS TO INCLUDE ADDRESS FOR OFFICE STAFF TO MAIL BACK A COPY OF THE DEED AND REGULATIONS)**
4. **Step Four: TOWN OFFICE STAFF SHOULD RECORD THE DEED IN THE GRANTHAM CEMETERY DEED INDEX. (THE TRUSTEES DECIDED AN EXCEL DOCUMENT SHOULD BE CREATED TO INDEX THE DEEDS)**
5. **Step Five:** The original deed should be given to the Town Clerk to be filed in the Vault located in the Town Office Building. In the Vault there are 3 binders that contain the current deeds for various cemeteries.

The Trustees tasked the Board Clerk with creating a searchable Deed Index using an Excel document that contains the following headers: First Name, Last Name, Date of Burial, Date of Death, Cemetery Name, Plot Numbers and Date of Birth. At this time the Trustees decided not to make this information available to individuals interested in Genealogy. Trustee James asked about indexing the other cemeteries with grave stone locations. After some discussion it was decided this item would be discussed in October and the focus would remain on indexing deeds.

c. Review Regulations: The Trustees have decided to review and update the Regulations, specifically to make the fees an Appendix. The Regulations will be sent to the Trustees prior to the October meeting in a Word version. Trustee James asked if the rates are current with other towns in the area and how much money are in the current funds. This item will be added to the Agenda in October so that Trustee Beasley can participate.

V. ADJOURNMENT

Chair Kimball stated there being no further business a motion was made by C. Peter James and seconded by Warren Kimball to adjourn the meeting at 7:40 p.m.

The next meeting of the Cemetery Trustees is scheduled for October 15, 2019, at 6:30 p.m. in the Jerry Whitney Memorial Conference Room of the Grantham Town Hall.

Respectfully Submitted,
Emily Owens – Cemetery Board Clerk