



GRANTHAM CEMETERY TRUSTEES MEETING MINUTES

**Jerry Whitney Memorial Conference Room
300 Route 10 South, Grantham, NH
July 16, 2019, 6:30 p.m.**

CALL TO ORDER: Trustee Warren Kimball called the meeting of the Town of Grantham Cemetery Trustees to order at 6:30 PM on Tuesday July 16, 2019, in the Jerry Whitney Memorial Conference Room in the Grantham Town Building, located at 300 Route 10 South in Grantham.

PRESENT: Trustee Warren Kimball, Trustee Ralph Beasley, and Trustee C. Peter James.

PUBLIC: Town Administrator Melissa White and Town Office Assistant Marianne Roberts

REVIEW AND APPROVAL OF THE MARCH 2, 2016 AND NOVEMBER 22, 2016 MINUTES: Trustee Kimball was the only member present during the previous meetings. A motion was made to leave the minutes in DRAFT form, seconded by Trustee James. *Approved Unanimously.*

ORGANIZATIONAL: Trustee Kimball welcomed the new members, Ralph Beasley and C. Peter James. Trustee Kimball suggested a tour of the cemeteries in the next few weeks based on the availability of the Trustees schedules. Trustee Beasley asked if the cemeteries are listed with Find a Grave and Trustee James indicated they are not.

DISCUSSION OF REGULATIONS: The Trustees reviewed the regulations currently on file. Town Administrator Melissa White asked questions regarding the fee schedule. The Trustees agreed that the regulations need to be clearer regarding fees and an invoice should be created for expenses incurred by the Town. Trustee Beasley mentioned the Town's website and all present agreed it needed to be updated to include cemetery information. Specifically, the website needs contact information, regulations, grave locations and pricing.

OTHER: A paper copy of the MS-10 Form completed by the Trustees of the Trust Funds for fiscal year 2019, was provided at the meeting, an emailed electronic version of the same information will follow. Trustee James asked about paying invoices and it was decided that the Trustees will either sign them during monthly meetings or at the Town Hall.

Training is available for the Trustees through the New Hampshire Municipal Association (NHMA) in Concord, NH. Topics typically include reviewing basic duties, roles, and responsibilities; managing capital reserve funds and trust funds; reviewing the new State portal for the MS-9 and MS-10 forms; and Right-To-Know-Law. On-Demand training is also available from NHMA.

Currently, there is no way to search through plot deeds or know who currently owns a plot. It was decided that a database will be created by numerical plot order. Additionally, attached to the plots there needs to be a scanned copy of the deed and payments.

The contents of the Cemetery Town Hall mailbox were reviewed. One letter received was from a company offering the services of headstone cleaning. It was decided this information should be placed on the Town's website with a disclaimer and prior approval should be obtained before any services are rendered. Trustee Kimball received a letter from a resident concerned about artificial flowers and knickknacks; specifically how long they are allowed to be placed. The resident would like a restriction placed on their use, currently the use of them per the Town Cemetery Regulations is "discouraged". The Trustees recommend placing the issue on the next meeting agenda.

TOUR: Dates will be provided to tour the cemeteries. It was agreed that it should be two separate tours since some locations are remote.

MEETING SCHEDULE: The Trustees agreed to meet August 27th at 6:30 PM and then the third Tuesday of every month at 6:30 PM starting in September.

ADJOURNMENT: There being no further business, a motion was made by Trustee James, seconded by Trustee Beasley and approved unanimously to adjourn at 8:16 PM. The next Trustee meeting is scheduled for Tuesday August 27, 2019, at 6:30 PM in the Jerry Whitney Memorial Room.

Respectfully submitted,

Emily Owens
Board Clerk