



**FINAL**

**GRANTHAM CEMETERY TRUSTEES  
MEETING MINUTES**

**Jerry Whitney Memorial Conference Room  
300 Route 10 South, Grantham, NH  
December 17, 2019, 6:30 p.m.**

- I. **CALL TO ORDER:** Trustee Chair Warren Kimball called the meeting of the Town of Grantham Cemetery Trustees to order at 6:30 p.m. on Tuesday, December 17, 2019, in the Jerry Whitney Memorial Conference Room in the Grantham Town Building, located at 300 Route 10 South in Grantham, New Hampshire.  
**PRESENT:** Trustee Chair Warren Kimball, Trustee C. Peter James and Board Clerk Emily Owens.
- II. **REVIEW AND APPROVAL OF THE MINUTES FROM NOVEMBER 19, 2019:** Trustee James made a motion to approve the minutes as written from November 19, 2019, seconded by Trustee Chair Kimball. *Approved Unanimously.*
- III. **NEW BUSINESS:**
  - a. **Approval of Invoices:** Trustee Chair Kimball and Trustee James signed the invoice dated December 12, 2019, totaling \$20.00 for membership dues to the New Hampshire Cemetery Association.
  - b. **Public and Private Cemeteries:** The Trustees discussed the cemeteries in Grantham that are public and private. Littlefield and Leavitt Hill are private; Hilldale, Grantham Memorial, Dunbar Hill, and Fisher are public; and Mountain, Hastings, and Brown are currently unknown. Trustee James provided the deed to the Hilldale Cemetery. The Fisher Cemetery is on land acquired by the Town and by default now owned by the Town.
  - c. **Annual Report:** Town Administrator Melissa White asked the Trustees to write a page for the Annual Report. Trustee James volunteered to write the excerpt.
- IV. **OLD BUSINESS:**
  - a. **Software:** Candia Trustee Chair Holly Haas presented Pontem Software at the November 21<sup>st</sup> meeting with the Selectmen, Town Administrator, and Cemetery Trustees. The Trustees decided that the Town could benefit from the software and Board Clerk should enter the data. Additionally, they decided that the software should be housed on a separate laptop and backed up to the Town's shared drive. Trustee James made a motion to buy a laptop, not to exceed \$700.00, and the Pontem Software at a cost of \$1500.00, seconded by Trustee Chair Kimball.

*Approved Unanimously* The Trustees thought that a two stick back-up operation, after every update, would ensure the system is sufficiently backed up.

- b. Fisher Cemetery Plaque:** Trustee James will researched the rock at Fisher Cemetery and measure the rock face. Trustee James thought this would make a nice spring project with a ceremony around Memorial Day. The Trustees talked about the addition of a granite fence with holes for a metal chain. The Trustees agreed that the fence should be locally made and Trustee Chair Kimball decided he would look into this. This item will be tabled until spring.
  - c. Work Order Template:** The Trustees reviewed the newly created Work Order Template for the Town Office and Sexton to use. Over the winter/early spring, the Sexton, Trustees, and Board Clerk will meet to review the new documents. Trustee Chair Kimball volunteered to coordinate with Warren Legacy to arrange a meeting.
  - d. Cemetery History:** The Board Clerk will continue to research different information on the Cemetery Trustees and the deeds to the various cemeteries. Trustee Chair Kimball recommended reaching out to Connie Howard at Havenwood in Concord, NH to learn the background information on the Cemetery Trustees. Trustee Chair Kimball said he would be happy to go down to Concord to meet with Connie.
- V. **ADJOURNMENT:** There being no further business, a motion was made by Trustee James, seconded by Trustee Kimball and approved unanimously to adjourn at 7:42 p.m. The next Trustee meeting is scheduled for January 21<sup>st</sup>, at 6:30 p.m. in the Jerry Whitney Memorial Room.