



FINAL

**GRANTHAM CEMETERY TRUSTEES
MEETING MINUTES**

**Jerry Whitney Memorial Conference Room
300 Route 10 South, Grantham, NH
February 18, 2020, 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, February 18, 2020, 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, Trustee Ralph Beasley, and Board Clerk Emily Owens.

- II. **REVIEW AND APPROVAL OF THE MINUTES FROM DECEMBER 17, 2019:** Trustee James made a motion to approve the minutes as written from December 17, 2019, seconded by Trustee Chair Kimball. *Approved Unanimously.*

III. NEW BUSINESS:

- a. **Approval of Invoices:** There were no invoices to approve since the December meeting.
- b. **NHCA:** The Trustees were updated that the New Hampshire Cemetery Association (NHCA) had accepted their application and the Grantham Cemetery Trustees are now officially members.
- c. **Pontem Software Quote:** The Trustees were presented with the quote from Pontem Software for \$4,695.00. The quote included the software, maintenance support, and the additional mapping option with technical support. The quote was reviewed with Pontem for a cheaper option and a two-phase approach could be implemented with the mapping added after July. The Trustees decided the software will only increase in cost and there have been no additional purchases except the laptop, the software should be purchased as quoted above. They expressed an interest in seeking reimbursement for Glenn Carey's time to maintain the cemetery grounds using the money the Town sets aside every year. Trustee James discussed placing money obtained from the Town in an expendable trust fund, instead of the current practice of budgeting an unknown amount, because the money would continue to accumulate year after year. The Trustees agreed this was a better idea than trying to guess at unknown costs over the next fiscal year. Trustee James made a motion to purchase the Pontem Software with the mapping option for \$4,695.00, seconded by Trustee Beasley. *Approved Unanimously.*

IV. OLD BUSINESS:

- a. Fisher Cemetery Fence:** Trustee Chair Kimball provided a drawing with six granite posts, chain, and a rough estimate to install. The posts, epoxy, and drilled holes will cost roughly \$900.00 and Trustee James estimated the chain and installation would cost roughly \$200.00.
- b. Cemetery History:** Board Clerk Owens started researching material associated with the history of the cemeteries. At town meeting in May 15, 1793 the Town voted to purchase a piece of property creating the first cemetery in Grantham. The Trustees reviewed the current information available in Vision for the different cemeteries and found that Hastings and Memorial have tax id cards that list the Town of Grantham as the owner. Brown and Hilldale list the cemetery names as the owner. Brown Cemetery has a PO Box associated with it that belongs to a resident. The Trustees decided a letter should be sent to the resident asking if he knows about the cemetery, if he has financial responsibility for it, and if it is an error it should be fixed. A copy of the deeds to Hilldale and Memorial Cemeteries have been placed in the plot deed record books located in the Town Hall. Currently, the Archives are being searched for other cemetery related material such as perpetual care records, wills, deeds, and items with historical importance.
- c. Work Order Review:** Trustee Chair Kimball volunteered to coordinate with Warren Legacy to arrange a meeting next month to review the new work order.
- d. Review Regulations:** The Trustees are still interested in updating the regulations.

V. NON-PUBLIC:

C. Peter James made a motion to enter non-public session under RSA 91-A:3, II(c), Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting, seconded by Ralph Beasley. Trustee Chair Kimball conducted a Roll Call of all Present Members, a vote was taken to enter the non-public and all Board Members indicated "Aye", affirming the entering of the non-public session. Non-Public was Entered 7:10 p.m.

Ralph Beasley made a motion to exit non-public session, seconded by C. Peter James. *Approved Unanimously.*

Non-Public Exited 7:24 p.m.

- VI. ADJOURNMENT:** There being no further business, a motion was made by Trustee James, seconded by Trustee Beasley and approved unanimously to adjourn at 7:27 p.m. The next Trustee meeting is scheduled for March 17th, at 6:30 p.m. in the Jerry Whitney Memorial Room.