



GRANTHAM CEMETERY TRUSTEES MEETING MINUTES

Jerry Whitney Memorial Conference Room
300 Route 10 South, Grantham, NH
November 19, 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, November 19, 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 Ralph Beasley, Trustee C. Peter James and Board Clerk Emily Owens.

- II. **REVIEW AND APPROVAL OF THE MINUTES FROM OCTOBER 15, 2019:** Trustee James made a motion to approve the minutes from October 15, 2019 with the following correction to Old Business Section D include Margaret Touchette, seconded by Trustee Chair Kimball. *Approved Unanimously.*

- III. **NON-PUBLIC SESSION:** Trustee 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 public body itself, unless such person requests an open meeting, seconded by Trustee Chair Kimball. 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. Non-Public Entered 6:37 p.m.

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

Non-Public Exited 6:48 p.m.

Trustee Chair Kimball made a motion to seal the minutes from the non-public session, seconded by Trustee Beasley, because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. *Approved Unanimously.*

- IV. **NEW BUSINESS:**

- a. **Approval of Invoices:** A motion was made by Trustee James to approve the two invoices dated November 18, 2019, totaling \$910.00 from Legacy Landscaping, LLC listed below, seconded by Trustee Beasley. *Approved Unanimously.*

Vendor	Invoice Date	Invoice Amount	Item Description Date	Completed Date
Warren Legacy	11/18/2019	\$35.00	Plot Sold #94A2 Brenda Perry	Per Call
Warren Legacy	11/18/2019	\$75.00	Mark/Measure Brenda Perry	11/16/2019
Warren Legacy	11/18/2019	\$175.00	Cremation Burial Brenda Perry	11/16/2019
Warren Legacy	11/18/2019	\$75.00	Mark/Measure Myron Cummings Hilldale	11/16/2019
Warren Legacy	11/18/2019	\$550.00	Full Burial Myron Cummings	11/16/2019

- b. **Fisher Cemetery Plaque:** The Trustees are looking at having a plaque placed on the boulder at Fisher Cemetery to replicate the original inscription that has faded over time. Concerns were discussed regarding the size the plaque should be, the final design, and cost. Trustee James will put together a template and plan for the next meeting.
- c. **Work Order Template:** The Board Clerk started creating a Sexton template for work orders with the new approved cost schedule and learned that the Town has not approved RSA 289:7(a) which grants Cemetery Trustees the following powers and duties listed below. The Trustees indicated their interest in having this matter brought to the Town as a ballot Warrant Article. The Board Clerk will pursue this matter.

**TITLE XXVI CEMETERIES; BURIALS; DEAD BODIES CHAPTER 289
CEMTERY TRUSTEES SECTION 289:7 Powers and Duties. –**

- I. Except in those municipalities in which other provisions have been made by a general or special act of the legislature, all cemetery trustees in the state shall:
- (a) Adopt bylaws and regulations for their transaction of business and for the establishment and management of all municipal cemeteries within their responsibility.
- (b) Prepare an annual budget indicating what support and maintenance of the municipal public cemeteries will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for planning and establishment of a new public cemetery and for capital improvements or expansion of an existing public cemetery.
- (c) Expend all moneys raised and appropriated by the municipality for cemetery purposes. Such funds shall be maintained in the general fund and paid in the same manner that funds of other municipal departments are paid.
- (d) Expend income from all trust funds for cemetery purposes in accordance with the conditions of each donation or bequest accepted by the municipality. Such trust funds shall be held in the custody and under the management of the trustees of trust funds. The trust income shall be transferred to the cemetery trustees by the trustees of trust funds in response to vouchers executed by the cemetery trustees,

if the requested funds are available. Such trust fund income shall not be commingled with the moneys raised and appropriated by the municipality.
(e) Prepare deeds of cemetery lots for the governing body to sign.

V. OLD BUSINESS:

- a. **Software Presentation:** There will be meeting on Thursday, November 21st, at 10:30 a.m. in the Jerry Whitney Memorial Room with Holly Haas from Candia, New Hampshire. Holly Haas is Chair of Candia's Cemetery Trustees and oversees the implementation of their computer software.

- VI. ADJOURNMENT:** There being no further business, a motion was made by Trustee Beasley, seconded by Trustee James and approved unanimously to adjourn at 7:02 p.m. The next Trustee meeting is scheduled for December 17th, at 6:30 p.m. in the Jerry Whitney Memorial Room.