

## Town of Lisbon, New Hampshire

### **Cemetery Trustees Meeting Minutes for July 6, 2016**

Meeting convened at 9:00 am

In attendance: Ina Lippard, Terry O'Brien, Michael Petriccione, James Raia (resident)

Agenda item #1: The minutes from June 15, 2016 were approved.

Agenda item #2: Discussion of financial structure with Mr. Joe Nyeberg.

Mr. Nyeberg, a Trustee of Trust Funds, reported that there is approximately \$70, 800.00 in the perpetual maintenance fund for the Grove Hill Cemetery. He indicated that the Cemetery Trustees had the authority to request the distribution of funds directly from him. However, he stressed the need for a "paper trail" specifying all requests and detailing the specific purpose for which the money will be used. Mr. Nyeberg said it would be prudent to place requests in meeting minutes and forward the minutes to him along with vendor estimates/invoices. Mr. O'Brien commented that in light of these requirements, the Trustees would need to have John Hanks of Littleton Monument Company specify work to be done and an estimate for the same at Grove Hill Cemetery.

Mr. Nyeberg, author and historian of local cemeteries, mentioned that Revolutionary and Civil War veterans are buried in Salmon Hole Cemetery and this may present opportunities for grants for cemetery restoration through federal, state, and veteran organizations. Mr. Raia suggested that civic organizations such as the Boy Scouts (Eagle Scout Projects) and raising community awareness of cemetery needs could also be utilized.

The discussion returned to a specific question raised by Mr. O'Brien regarding where funds, received from the public for the purchase of cemetery plots, or burial services, may be deposited. Lisbon's Trustees of the Trust Funds serve as trustees for the Grove Hill Cemetery Perpetual Care Trust, and the Grove Hill Cemetery Fund. The Cemetery Trustees oversee two checking accounts; one for Grove Hill Cemetery and one for Salmon Hole Cemetery. Mr. Nyeberg said it was his understanding that it is not permissible to make additional deposits to the Grove Hill Cemetery Perpetual Care Trust, but he suggested that this be confirmed by Terry Knowles, Assistant Director of the state's Charitable Trusts Unit in the Department of Justice.

Mr. O'Brien mentioned that there has been some confusion about how checks, destined for either of the two checking accounts overseen by the Cemetery Trustees, should be made out. It was his understanding that all checks should be made out to the Town of Lisbon, but said that he would contact the bank about this. It is likely that the checks may be made out to either "Town of Lisbon - Grove Hill Cemetery", or "Town of Lisbon – Salmon Hole Cemetery". Mr. Nyeberg was unable to provide guidance.

As there were no additional questions for Mr. Nyeberg, he was thanked by the Trustees and he departed the meeting.

Agenda item #3: Preparation of job description for potential Cemetery Sexton position.

This item was tabled because guidance requested from Mr. Todd Colby, a member of the Lisbon Highway Department who currently serves as Sexton, was unavailable. The Trustees agreed that he should be invited to the committee's next meeting scheduled for early August.

Mr. Raia suggested that consideration be given to sharing a Sexton with other towns, an idea the Trustees agreed was worth considering/researching.

Agenda item # 4: To decide services required from John Hanks of the Littleton Monument Co.

The committee agreed that Mr. Hanks be employed to restore graves in the "Fountain" area and select graves on the "Hillside" of the Grove Hill Cemetery under a "do not exceed" contract. Mr. Petriccione volunteered to contact him to request specific work to be done and ask if another meeting with him would facilitate the process.

Agenda item #5: To consider any other business that may come before the Trustees.

Mr. O'Brien asked for questions that the Trustees want asked of Ms. Knowles in an email he would prepare. The questions developed were as follows: 1) To which accounts may money received for services be deposited? 2) How may the town tap grant money for Salmon Hole Cemetery maintenance? 3) Is the town required to have a Sexton? If so, may the position be shared with other communities? 4) Where does the authority for signing deeds rest, with the Selectmen or the Cemetery Trustees?

The meeting adjourned at 10:28 am.

Respectfully Submitted,  
Michael Petriccione, Trustee