

Town of Lisbon, New Hampshire

Cemetery Trustees Meeting Minutes for January 18, 2017

Meeting convened at 9:00 a.m.

In attendance: Todd Colby, John Hanks, Ina Lippard, Terry O'Brien, and Michael Petriccione

Agenda item #1: Approval of the minutes from December 7, 2016.

Agenda item #2: Presentation by John Hanks of Littleton Monument Company.

Mr. Hanks provided guidance and estimates for the replacement of badly damaged headstones at the Grove Hill Cemetery. Using pictures provided by the trustees, of fifteen damaged stones, Mr. Hanks estimated costs of *exact duplicate* replacements, including lettering, installation labor, and cement foundations, ranging from \$2,850.00 to \$3,318.00. He then provided an alternative using a single style, marble marker with an oval top, costing from \$350.00 to \$1,209.00 complete, with most stones costing between \$596.00 and \$695.00. Pictures of the less expensive headstones were circulated among those present. Mr. Hanks provided details of these markers as being four inches thick, 13 inches wide, three feet six inches tall, and set in a cement foundation six to eight inches thick. The trustees agreed that the second option would be aesthetically acceptable and in line with the committee's budget. Terry O'Brien suggested that the trustees decide which stones of the fifteen pictured would be selected for replacement. Once selected, the information for each stone would be verified by a visit to Grove Hill and then forwarded to Mr. Hanks. Mr. Hanks agreed with this arrangement. He was thanked for his time and assistance and then left the meeting.

The trustees reviewed the list/pictures of the fifteen stones most in need of replacement. Eight stones were selected for repair. The trustees agreed to visit the cemetery in the near future to gather and verify the information to be placed on the new stones.

Agenda item #3: Discussion regarding the preparation of Trustees' Report for 2016 Town Report.

Mr. O'Brien indicated that he was in the process of preparing a report, and, with the assistance of Mr. Petriccione, would have a draft ready for review in time to have a final report completed by February 3, the submission deadline.

Agenda item #4: Review of the draft warrant article regarding money received for services rendered and plot sales at Grove Hill, as per state law.

The draft warrant article (see attached) for the upcoming town meeting was discussed, amended by adding "tomb rentals" to the article, and approved. The state's Department of Justice has advised the trustees that all funds received from the sale of plots and tomb rental fees may be placed in the Cemetery Maintenance Fund only with the approval of town voters.

Agenda item #5: Discussion about the position of Cemetery Sexton.

Mr. O'Brien said that he had discussed the stipend for this position with Town Administrator Merhalski and was informed that the Selectmen did not approve the addition of this item to the town budget. The Trustees agreed that the stipend will be paid from the Cemetery Maintenance Fund. With the help of Todd Colby, the trustees will prepare a draft job description to be discussed at the next meeting.

Agenda item #6: Discussion of the status of vandalism insurance for town cemeteries.

Mr. O'Brien indicated that he had received notice that as of January 11, 2017 insurance for the cemeteries had lapsed due to lack of payment by the town, despite receipt of the bill approximately a month earlier. He said he had brought this to the attention of Dan Merhalski and anticipated reinstatement of the policy soon.

Agenda item #7: Update of the status of the mowing/trimming contract for town cemeteries.

Copies of the contract were provided to each trustee for review and comment. No questions or comments were raised.

Agenda item #8: Continuation of the discussion of updating/improving maintenance of cemetery records.

It was moved and unanimously agreed to pass over this item and place it on a future agenda.

Additional Business: Request of Wendy Hastings Roy.

Ms. Roy has requested a replacement deed for her family's plot(s). The trustees agreed to honor this request as soon as her family's ownership is verified and the recently amended deed form is approved by the town's attorney.

The meeting adjourned at 11:04 am.

Respectfully Submitted,
Michael Petriccione, Trustee