

Town of Lisbon, New Hampshire

Cemetery Trustees Meeting Minutes for December 7, 2016

Meeting convened at 9:00 am

In attendance: Todd Colby, Ina Lippard, Joe Nyberg, Terry O'Brien, and Michael Petriccione

Agenda item #1: The minutes from November 16, 2016 were approved.

Agenda items #2: Discussion of invoice from Littleton Monument Co. with Joe Nyberg.

Terry O'Brien and Michael Petriccione stated that they had inspected work performed at the Grove Hill Cemetery by Littleton Monument and were pleased with the results. Mr. Nyberg, acting in his capacity as a Trustee of the Trust Funds, provided the Cemetery Trustees with a check, made out to Littleton Monument Co., for the \$2,500.00 due for the 11/18/16 invoice. Mr. Nyberg also provided the trustees with current financial data regarding cemetery trust funds. He indicated that there is a balance of \$107,448.34 in the principal account that included \$2,499.98 of interest accumulated by the end of the third quarter.

Regarding funds for maintenance of the Grove Hill Cemetery, Mr. Nyberg informed the trustees that the current balance, prior to the payment to Littleton Monument Co., is \$66,044.02.

Agenda item #3: Discussion with Todd Colby the status of the Cemetery Sexton position.

Terry O'Brien said he had discussed with Town Administrator Merhalski the possibility of providing Todd Colby with a stipend from town funds for work at Grove Hill performed outside his normal work day as a Highway Department employee. Mr. Colby felt this was a reasonable means of compensation. Mr. O'Brien mentioned that a warrant article is not necessary, but that the trustees need to submit a request, including the stipend amount, to the Selectmen prior to December 19, so that this request can be considered at the final Selectmen's meeting for the year.

The Trustees agreed that a formal job description for the Sexton position should be developed, and agreed to place this on the next meeting's agenda.

Agenda item #4: Confirmation of the current balances in the accounts for Grove Hill.

Please refer to the second agenda item.

Agenda item #5: State Department of Justice's guidance regarding cemetery deeds.

Terry O'Brien informed the trustees that state law requires that selectmen, not cemetery trustees, sign deeds for burial rights. In addition, state law also requires that deeds inform those purchasing burial plots that they must use their rights within 50 years of purchase or forfeit them. Accordingly, deeds will be amended to reflect these requirements and will be sent to the town for approval.

Agenda item #6: Discussion of the potential replacement of headstones at Grove Hill.

While trustees walked the cemetery with John Hanks during the summer, it was evident that a number of headstones required replacement. On Saturday, December 3rd, 2016, Mr. O'Brien and Mr. Petriccione reported that they visited Grove Hill and photographed approximately 15 headstones they believe should be considered for replacement. The photographs of these headstones have been forwarded to Mr. Hanks so that he can prepare cost estimates, and, if

approved by the trustees, begin work over the winter for installation in the spring of 2017. Mr. Colby commented that stones be should “duplicate replacements,” matching the fonts, profile, and position of the original as closely as possible. The trustees agreed, and Mr. O’Brien has passed on this request to Mr. Hanks. Mr. Hanks will prepare the cost estimates and then meet with the Trustees in January to review the details of his proposal.

Agenda item #7: Discussion of vandalism insurance coverage at Grove Hill.

Terry O’Brien said that Dan Merhalski is checking on this and will provide information to the trustees as soon as possible.

Agenda item #8: Update concerning cemetery mowing/trimming contracts for 2017.

Terry O’Brien informed the trustees that contracts for this work at Grove Hill and Salmon Hole have already been signed for next season. Dan Merhalski will contact those employed to specify the need to trim around markers and flat stones.

Agenda item #9: Review and final approval of Cemetery Rules and Regulations.

The trustees unanimously approved the recently written document with one additional amendment to section two where the stipulation for “one headstone per gravesite” was edited to read “one headstone per grave.”

Agenda item #10: Discussion of the possibility of placing a warrant article before town voters regarding disposition of funds received for plot sales and burials at Grove Hill as per state law.

Terry O’Brien informed the trustees that state law does not permit the deposit of funds received, for plot sales and burials, into the cemetery perpetual care trust. Such funds may be deposited into the Grove Hill Cemetery maintenance fund, but only after the town citizens vote to approve the use of these funds for this purpose. It was agreed that the preparation of a statement for a warrant article would be taken up at the next meeting.

Agenda item #11: Discussion of the need to update/improve cemetery record keeping.

The trustees agreed that a commercial software program to facilitate recording and holding cemetery data would be too expensive to purchase. Ina Lippard, however, indicated that she knows someone who may be able to prepare a program at no cost and would speak to the individual. Terry O’Brien suggested that he would try to contact Paul Harvey who manages cemeteries in Littleton to see if he uses, or can suggest, a program with a reasonable cost. It was also suggested that surveyor Tom Smith be contacted regarding preparation of updated cemetery maps and that in the near future a search be conducted in town hall for all cemetery records.

Additional Business:

The trustees approved reimbursing Lori Sweeney \$50.00 (check #3223) for an overcharge on the purchase of a cremation plot. The check was mailed to her on December 8.

The meeting concluded with the trustees thanking Todd Colby and Joe Nyberg for their time and help. The meeting adjourned at 10:44 am.

Respectfully Submitted,

Michael Petriccione, Trustee