

Town of Lisbon, New Hampshire

Cemetery Trustees Meeting Minutes for September 28, 2016

Meeting convened at 9:00 am

In attendance: Ina Lippard, Terry O'Brien, and Michael Petriccione

Agenda item #1: The minutes from July 6, 2016 were approved.

Agenda item #2: Report/update of transaction log.

Mr. O'Brien reviewed the quarterly transactional log for the Grove Hill Cemetery as of September 26, 2016. He indicated that copies of this document are on file in the town hall.

Agenda item #3: Discussion of the status of maintenance work at Grove Hill.

Regarding contracting with John Hanks of Littleton Monument Company for work at Grove Hill, Mr. O'Brien said Mr. Hanks has as yet not supplied a written proposal. In a recent conversation Mr. Hanks said he is trying to complete previously scheduled work at other cemeteries and, as the season for such work grows short, may not have the time to undertake the extensive work the cemetery needs. He thought there may be time to deal with some of the most critical problems before winter, returning in the spring to complete the work. The trustees agreed this would be acceptable as their decision to do this work came late in the summer. Mr. O'Brien said Mr. Hanks would contact Kevin Clement and Todd Colby to request they supply ledge pack necessary to complete the repairs.

Agenda item #4: Status of the committee's contact with Terry Knowles.

Mr. O'Brien discussed the status of the committee's questions sent to Terry Knowles at the state's department of justice. Two emails have had no response. He said of most concern is the need for clarification on who has the authority to legally sign plot deeds. Does this authority lie with the Cemetery Trustees or the town's selectmen? Mr. Petriccione suggested that the current deed form be modified so both parties could sign until this issue is resolved by Ms. Knowles. This action was approved by all members of the committee.

Agenda item #5: The trustees revisited the potential hiring of a cemetery sexton.

It was agreed that a sexton is needed and that sharing a sexton with another town might be the best solution. Research must be done to determine if such an individual currently working nearby is available.

Agenda item #6: Development of rules and regulations for cemetery operations.

The trustees began the process by reviewing the policies developed/used by Landaff's Cemetery Trustees. After suggesting revisions, additions, and deletions appropriate to Lisbon's needs, Mr. O'Brien believed that he could prepare draft copies of these provisions for review and refinement by the committee and Mr. Clement and Mr. Colby. It was agreed that completion of this work is a priority as cemetery patrons must be provided with these policies when purchasing services. November 15, 2016 was set as the target date to have these documents in place.

The meeting adjourned at 10:05 am.

Respectfully Submitted,
Michael Petriccione, Trustee