

DRAFT

Nelson Cemetery Board

Minutes of Meeting: 9 April 2013

Members Present: Trisha Jones, Judi Lang, Tom Newcombe, Edith Notman

Edith brought the meeting to order at approximately 4:36 PM in the Nelson Library.

Tom agreed to be scribe for today's meeting.

Corrected minutes from the 8 January 2013 and 15 January 2013 meeting were approved and initialed.

Trisha presented the Cemetery Board binder and made some suggestions for re-arranging the contents. She noted that the binder currently includes meeting minutes dating back to 1993, correspondence dating back to 1985, plus miscellaneous documentation. Edith provided some information about the public records retention and custody laws. Basically, records from the various town boards that are not in current use become the responsibility of the Town Archivist, who stores or discards documents and other materials depending upon legal requirements and potential historical significance. Legal documents must be archived by year. It is legal and advisable for individual boards to retain working copies of reference materials, procedures, lists of contacts, etc. which can be useful to ongoing administration as long as original sets of the legally required documents are turned over in a timely fashion to the Archivist. Edith mentioned that the Select Board is planning a gathering of the Town boards to explain the archiving laws and procedures. Trisha requested another week to make a final check of the binder contents for completeness. She will give to binder to Edith at our next meeting.

Trisha also displayed the spreadsheet of Cemetery deed holders and associated Cemetery maps. She will verify that all information is up to date and deliver these documents to Edith at the next meeting. Edith recommended that we mount the map to a rigid backing material to prevent wear and tear from repeated scrolling.

Trisha mentioned that she heard indirectly that someone had inquired whether families might be allowed to dig their own graves (presumably for cremated remains). Edith confirmed that this is clearly not allowed under NH laws (Title XXVI, chapter 289). Only the Cemetery Sexton is legally allowed to prepare graves. We will be prepared to respond accordingly in case of a formal inquiry.

Trisha reported that Doug Mealy from Fletcher Funeral Home needs to make arrangements for the burial of Elizabeth Wilder on May 15th. Since we currently have no Sexton, Trisha agreed to ask Bob Jones if he could arrange the digging since he knows the Town's procedures and contractors. Trisha will also call Doug Mealy to confirm the funeral arrangements. It was confirmed that the July 14, 2011 fee schedule for burials is still in effect, and will remain so unless changed by a future Sexton with Cemetery Board approval.

Regarding the geraniums needed for the cemeteries on Memorial Day, Edith will request that Edie Drinkwater place an order for the same quantity as last year. Regarding the flags for the veterans' graves, Edith will ask Edie to order 100 new flags to add to the inventory of used flags on hand which are in good condition. We will not order from the supplier used last year because the quality was poor.

Discussion about the vacant Sexton position finally got under way. Edith reported that she was not requested to attend the Select Board meeting to discuss any points raised in her letter. Regarding our question about the Town Sexton's possible interest, Edie Drinkwater informed Edith that Wayne would be interested in expanding his duties, but he has no equipment.

We reviewed the procedure to be used in case we decide to recruit candidates. We would be required to post a notice in the Keene Sentinel, which could direct applicants to a phone number and/or the Town's web site for detailed information about the job. Edith will check with web master Gordon Peery about the possibilities. Perhaps an application form could be made available for download.

We discussed the option of using a contractor to perform the cemetery maintenance work. This would avoid the costs to purchase, store, and maintain equipment. We would still need someone to manage the supervision and scheduling of work (with or without inmates), enforcement of cemetery regulations, and arrangements for funerals. Edith suggested that perhaps we could redefine the Sexton's role to include only these administrative duties, and outsource the maintenance work to a qualified and insured contractor. This would open the position to a wider pool of individuals, including those without the equipment or ability to perform heavy maintenance work.

Some nearby contractors were mentioned as prospective outsource options. Trisha agreed to contact Home-Land Lawn Service (Chesham Rd.) and Owen Iselin, Judi will call Bill Mullins (Old Stoddard Rd.) and RJay's (Jason Walter) to gather information about available services, pricing, etc.

Edith will inquire with the Select Board about the power to contract with an outsource service provider, in case we decide to pursue this option. We also need to consider the budget impacts of whatever options we consider. Edith will also finalize the job description and draft a legal notice to be prepared for the recruiting option.

The next meeting of the Cemetery Board will be our regularly-scheduled monthly meeting at 4:30 PM on Tuesday 16th of April. Edith will send the meeting notices.

Per Tom's request, we agreed that all future Cemetery Board meeting notices will include a 'Trustees of Trust Funds Meeting following,' to allow for discussion of Trust fund matters that arise on short notice. Tom may report at our next meeting on a new Trust Fund request from a Town resident depending on decisions made by the Board of Selectmen at tomorrow's meeting.

Respectfully submitted,

Tom Newcombe
Trustee

