

**Minutes of Meeting
Nelson Cemetery Board
Monday, February 16, 2026, 3:30 PM**

Members Present: Elaine Giacomo, Harry Flanagan, Linda Cates, Al Stoops, Laurie Smith.

Elaine called the meeting to order at 3:34 PM.

Next Regular Meeting: Monday, March 16, 3:30 PM, in the lower level of the Library.

Review of Minutes:

The January minutes were reviewed and approved as presented. The minutes were signed by the Board members. Laurie will deliver the signed copy to Karen and Elaine will email a copy to Edie.

Task Reports by Members:

Elaine:

- Emailed approved December minutes to Edie.
- Circulated copy of first page of Town Annual Report.
- Registered to run for reelection.
- Circulated 2026 goals.
- Did not provide the exact date for the NHCB spring meeting because it has not been set yet.
- Did not follow up with Catherine Boyd for information about green burials.
- Prepared and circulated the agenda prior to February meeting.

Harry:

- Provided Edie with information on Barney Quigley.

Linda:

- Did January minutes.
- Circulated a copy of the current Rules and Regulations.

Al:

- Develop list of all veterans in our Cemeteries – remains on his to-do list.

Laurie:

- Delivered the signed December minutes to Karen.
- Posted official notice of February meeting.
- Got the key for the February meeting.

To Be Assigned:

- Track down members of the Melville family regarding repairs to the Melville tomb.

Cemetery Maintenance:

Elaine reported that she has been in touch with Michael Shawver about whether he will continue to provide maintenance for our cemeteries this year. She has not heard back from him. She will give him three days after her last email and then follow up again.

Elaine reported that the Select Board will be sprucing up the area around the Civil War Monument at the church.

Al reported that it was Andrew Armstrong who suggested cabling trees in the cemeteries. We didn't feel that we need do so, and Laurie suggested that we focus on the planned liming this spring.

Munsonville Cemetery Records:

Elaine said she will try to find the floppy disk that Paul Schillemat did as his Eagle Scout project which is a record of graves in the Munsonville Cemetery. She said she may have a copy or there may be a copy in the Town Office.

Cemetery Maintenance Job Description:

We agreed that updating the job description for cemetery maintenance will be on the agenda at the next meeting. Elaine will circulate the current job description. Before the next meeting, each of us should make a list of items that maintenance should include. Burials should be a separate job description. Some thoughts: don't blow leaves on other people's property, don't nick stones, exact instructions as to where and how often to mow, add mowing of New Cemetery. The job description of burials should include specifications as to depth and size of holes.

Cemetery Rules and Regulations:

Linda circulated the current Rules and Regulations, which she felt looked okay. We agreed that all of us will review the Rules and Regulation before the next meeting to see if there are any glaring changes that need to be made.

Elaine still plans to review the Catholic Cemeteries Rules and Regulations which Laurie previously reviewed.

Elaine will add a page with current prices to our Rules and Regulations.

Once the Rules and Regulations have been reviewed (and updated, if necessary) we will add the price information and get the package to Karen to be copied so that it is available at the Town offices.

Discussion of Cemetery Board Goals and Tasks for 2026:

- **Find a new grounds maintenance company if necessary.**
Elaine said that if it becomes necessary to find someone new to maintain the cemeteries, we may need a committee to do it. She said it was a nightmare last time. (Subsequently Michael Shawver has confirmed that he will continue the maintenance this year but does not want to do the burials. We need to find someone new to do the burials.)
- **Hire someone to help us lay out plots in the new cemetery.**
The challenge is to find someone to do this job. Linda will ask Greever and Ward for suggestions. Elaine will ask the New Hampshire Cemetery Association for recommendations. Elaine said NHCA has an interesting website where you can post questions and receive answers from other members.
- **Complete the road in the areas of the new cemetery that will be developed now.**
Harry will talk to Mike Tarr about finishing the road.
- **Lay out, cover ground, and develop design for the Scattering Garden.**
We scheduled Thursday, April 16th, 1:00 PM for Elaine, Linda, and Laurie to cover the scattering garden with black plastic.
- **Revisit the issue of record keeping software for the new cemetery.**
We discussed the use of Crypt Keeper software for use in the New Cemetery. If it works to our satisfaction and we learn how to use it, we could consider also using it for Cemetery II. Laurie has been researching Crypt Keeper and other options, including Chronicle RIP, which is \$240 a year and allows up to twelve interments a year. Laurie said there are 6 or 8 contenders under \$500 a year.

- **Lime the maples in the Old Cemetery**
We scheduled Thursday, April 16th, 1:00 PM for Harry and Al to lime the maples in the Old Cemetery.
- **Erect new sign in Munsonville Cemetery.**
The new sign would be hung in the same location as the old one and in the same direction. Harry will coordinate this work with Mike Tarr.
- **Research erosion remediation work to be done in Munsonville so that we can include an appropriate amount in the 2027 budget.**
We e need to do this, but did not specify who, when and how.

Discussion of 2026 Maintenance Tasks and Tasks To Do if We Have Time:

Maintenance Tasks

- Fix the broken headstones in the Munsonville Cemetery
 - Elaine will arrange a time for Peterborough Marble and Granite to look at the headstones in Munsonville that need repair.
- Continue cleaning headstones in the Old Cemetery
- Improve the gate to Cemetery 2.

Tasks To Do if We Have Time

- **Look into getting a water tank for the New Cemetery.**
- **Track down members of the Melville family regarding repairs to the Melville tomb.**

Other Business:

Al reported that we forgot to close the gates to the cemeteries this fall and we can't now because of the snow. Al said the gates should be closed when the flags are removed after Veteran's Day.

Elaine asked Harry to see if we have enough flags for Memorial Day. She said the Town's budget for patriotic purposes should cover the flowers and flags for Memorial Day.

Having no further business, Elaine adjourned the meeting at 4:38 PM.

Respectfully submitted,

Linda Cates for the Nelson Cemetery Board

MARCH TO-DO LIST

Elaine:

- Email approved January minutes to Edie.
- Prepare a page of our current prices for plots and cornerstones.
- Arrange a date for Peterborough Marble and Granite to visit Munsonville Cemetery.
- Search for Paul Schillemat's floppy disk of graves in Munsonville.
- Contact NHCA for suggestions of someone to lay out plots in New Cemetery.
- Provide the exact date for the NHCA spring meeting.
- Follow up with Catherine Boyd for information about green burials.
- Review Catholic Cemeteries Rules and Regulations.
- Prepare and circulate the agenda prior to March meeting.

Harry:

- Talk to Mike Tarr about finishing the road in the New Cemetery.
- Follow up to get the new Munsonville Cemetery sign hung.
- Check if we have enough flags for Memorial Day.

Linda:

- Do February minutes.
- Ask Greever and Ward for suggestions for someone to lay out plots in New Cemetery.

Al:

- Arrange lime for April 16.
- Develop list of all veterans in our Cemeteries.

Laurie:

- Deliver the signed January minutes to Karen.
- Post official notice of March meeting.
- Get the key for the March meeting.

Everyone:

- Make a list of items for the Cemetery Maintenance Job Description to be discussed at the next meeting.
- Review the Rules and Regulations to be discussed at the next meeting.
- Cemetery Workday, Thursday, April 16, 1:00 PM

To Be Assigned:

- Look into getting a water tank for the New Cemetery.
- Track down members of the Melville family regarding repairs to the Melville tomb.