

**Minutes of Meeting
Nelson Cemetery Board
Monday, January 15, 2024, 3:30 PM**

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

Elaine called the meeting to order at 3:37 PM.

Next Meeting

Monday, February 19, 3:30 PM, in the lower level of the Library. Note: This is President's Day, and someone will need to pick up the key from the Library on the previous Saturday. Laurie will reserve the room. Al will miss the meeting as he will be away.

Future meeting dates are March 18, April 15, and May 20.

Review of Minutes

Minutes of the November meeting were approved as previously amended. The minutes were signed by all of us, and Laurie will deliver them to Edie. Elaine will email Edie a copy of the minutes.

Review of Last Month's To-Do List

Elaine has not heard back from Troy Tucker regarding an estimate on Cemetery II gate and the Harris iron fence. She will follow up.

Elaine has not heard back from Gary Kinyon regarding the Munsonville Cemetery. She will request the return of our papers so that we can pursue this with another lawyer.

Elaine hasn't been in touch with the New Hampshire Cemetery Association about perpetual care funds. Linda will take over this task.

Elaine followed up with the Selectboard about John Bunce's offer of work in the Munsonville Cemetery.

Elaine completed the 2024 budget and she and Harry met with the Selectboard about it. Elaine met with Nina Iselin and sold plots 403 and 405. They will coordinate payment with Karen, including cornerstones.

Elaine did not meet with Harry and Al about the Levy cornerstones. This will have to wait until spring.

Elaine did not get a chance to talk with Edie about regular monthly reports of Cemetery expenses. Laurie will do this since she is regularly in the Town offices.

Harry removed the Munsonville flags.

Harry said the ball was dropped on the Levy cornerstone project.

Linda did the November minutes.

Linda reviewed current and past Rules and Regulations and reported to the group.

Al has not heard back from Kirk Dale regarding an estimate on Cemetery II gate. Al will follow up after the snow.

Al has not checked the condition of the maple tree in Munsonville Cemetery, but he will do that.

Al removed the Nelson Cemetery flags.

Al got an estimate from King Pine for an arborist.

Laurie is following up with Historic Harrisville regarding how to reach the Harris family.

Laurie posted the notice of the January meeting.

Update on the Budget

Elaine reported that she was able to include the cost of the arborist in the 2024 budget. Elaine and Harry met with the Selectboard. The Selectboard had questions because of the increase in the budget, but Elaine was able to satisfactorily explain the increase.

\$8,000 of the budget relates to Munsonville, which we may or may not be able to spend due to the ownership question. This is high because of the deferred maintenance resulting from not being able to do anything there for the past two years. The other big items are \$7,500 for design of the new cemetery and \$6,000 in legal fees to cover costs related to the Munsonville ownership issue. Elaine didn't get a cost estimate from Michael Shawver for 2024, but feels that we have included enough in the budget to cover it.

Update on Munsonville Granite Posts

Harry reported that Mike Tarr is willing to move the granite posts, but not this time of year. He will wait until spring.

Harry brought the new Munsonville sign to the meeting. Everyone is happy with it. It looks great. We still have to figure out how to mount the sign to the granite posts.

Update on the Harris Family

Laurie will follow up again with Historic Harrisville to get contact details of a member of the Harris family. We were hoping for estimates on the cost of repairing the fence but haven't gotten an estimate from Troy Tucker. Laurie will contact Keene Monument to see if they could do it or if they can recommend someone who can.

Update on Keith Gordon

Elaine reported that he will sell his plot back for the amount he paid for it, \$320.00.

Munsonville Cemetery Update

Elaine reported that Mike Tarr and John Bunce completed the immediately necessary work to control the erosion in Munsonville Cemetery. Thank you to both of them for doing that. More work will be necessary in the spring, planting, etc.

Elaine will contact Gary Kinyon to get our papers back regarding Munsonville. Harry reported that the Selectboard said we could use the Town's new lawyer to pursue this.

Plot Sizes and Monument Size Restrictions

At last month's meeting, Linda reported that the firm that we may use for the design of the new cemetery asked what our size restrictions on monuments was. We weren't sure. Linda checked our current and past Rules and Regulations and reported that they are silent on the question of monument size. We decided that we would like to have some size restriction. We will look into it and decide at an upcoming meeting. Linda will

contact Leslie Downing to see what Harrisville does. Harry will contact Parks & Recreation in Keene to see what they do.

We also need to decide on plot sizes in anticipation of the new cemetery design. We currently have burial plots of 5 by 10 and cremation plots of 5 by 5. We would like to stay with the 5 by 5 cremation plots but could go smaller on the burial plots, maybe 5 by 9, to be decided at a future meeting.

Flags Update

Flags have been removed from both cemeteries. Thank you, Harry and Al. Harry said he saved about a third and burned two thirds of the flags. Al said he put most flags back in storage but will dispose of the rest with the American Legion. Laurie has 50 or 60 flags, which she will put in storage on the second floor of the Old Schoolhouse.

Cemetery Gate Update

Al reported that had used the yellow chain and lock to close the gate to Cemetery II. However, someone picked the gate up and closed it, so he removed the lock, but then the gate swung open. Al reclosed and chained it.

Creation of Subcommittees

Laurie reported that she had a conversation with Elaine and suggested that we form subcommittees to work on major tasks. We agreed it was a good idea. Elaine and Harry will work on resolving the Munsonville legal issues.

Linda, Laurie, and Al will take the lead on design of the new cemetery. Linda reported an article in the Sentinel that said Keene is budgeting \$65,000 for design of additional cemetery space. Linda asked if we are required to get more than one estimate for cemetery design. We have not been able to turn up any good options other than the one company we have contacted. Elaine doesn't think we will need more than one estimate, but she will double check this with the Selectboard.

Cemetery Annual Report

We reviewed the draft Annual Report that Elaine had written. There were a few suggestions, but overall, we are happy with the report. Thank you, Elaine.

Having no further business, Elaine adjourned the meeting at 4:41 PM.

Respectfully submitted,

Linda Cates for the Nelson Cemetery Board

FEBRUARY TO-DO LIST

Elaine:

- Email November minutes to Edie.
- Revise and submit the Annual Report
- Get the key in advance for the February meeting.
- Prepare and circulate agenda prior to February meeting.
- Follow up with Troy Tucker for an estimate on Cemetery II gate and Harris iron fence.
- Get our papers regarding Munsonville back from Gary Kinyon.
- Check with the Selectboard to see if we are required to get more than one estimate for design of the new cemetery.

Harry:

- Contact Keene Parks & Recreation for burial and cremation plot sizes and size restrictions on monuments.

Linda:

- Do January minutes.
- Contact Leslie Downing for burial and cremation plot sizes and restrictions on monuments.
- Contact the NH Cemetery Association regarding the use of perpetual care funds.
- Review Crypt Keeper software at the next meeting.

Al:

- Follow up with Kirk Dale for an estimate on Cemetery II Gate.
- Check out the condition of the maple tree in Munsonville Cemetery.

Laurie:

- Deliver signed November minutes to Edie.
- Reserve the room for the February meeting.
- Post official notice of February meeting.
- Arrange with Edie to get regular monthly reports of Cemetery expenses.
- Contact Keene Monument to see if they can repair the Harris fence or if they can recommend someone who can.