

TOWN OF GILFORD
CEMETERY TRUSTEES
MEETING MINUTES
September 3, 2020

Members in attendance:

Pete Allen, Rae Mello-Andrews, Kristin Snow

Also present was DPW Director Meghan Theriault and Town Administrator Scott Dunn.

Pete called the public meeting of the Cemetery Trustees to order at 4:00 pm in the Town Hall Conference Room. The attendees said the Pledge of Allegiance.

Public Comment:

No members of the public were present.

Approval of Minutes:

The Trustees voted all in favor of approving the minutes from the August 6, 2020 meeting after correction of one typo.

Old Business:

Status of cemeteries, staff, and contractors – Meghan reported that she is satisfied with the part-time seasonal employee working 20-25 hours per week at Pine Grove and the contractor working at the historic cemeteries. The DPW summer staff member who had been mowing at McCoy cemetery and helping at Pine Grove is done for the summer. Another DPW employee will do those tasks through the fall season. The contractor will continue to work in the other historic cemeteries through fall cleanup.

Revision of rules & regulations documents – This item was tabled until next month's meeting.

Review of pricing of cemetery services – This item was tabled until next month's meeting.

Pine Grove tree removal proposals – Meghan reviewed two quotes for removing diseased red pine trees along the north fence at Pine Grove. Chippers quoted \$3800 for 10 trees and \$5373 for all 18 trees. Dockham quoted \$2500 for 8 trees and \$6000 for all 18 trees. The Trustees discussed the quote and planting replacement trees as part of next year's cemetery budget. Kristin made a motion to hire Chippers to remove all 18 trees for \$5373, Pete seconded, and all three voted in favor.

Replacement of Pine Grove sign – Gator Signs provided a quote of \$310 for a new sign for Pine Grove Cemetery, which was unanimously approved on a motion from Kristin, seconded by Pete.

Repairs to damaged historic gravestones – Kristin reported about the broken Gilman stone that was found in back of the shed at the Pine Grove Cemetery. Dignified Cemetery Services did not make an appointment after four contacts. Frank Shaw from Laconia Monument Company provided a quote of \$200 to repair the stone and reset it in the proper location, which was unanimously approved on a motion from Pete, seconded by Rae.

Pontem Software – Kristin learned from the NH Cemetery Association of two nearby towns using Pontem software. She plans to reach out to learn more about the software.

New Business:

Pete reported 13 burials had occurred in Pine Grove and McCoy Cemeteries so far in 2020, including one earlier in the day. This compares to 8 in all of 2019. Several persons are considering full and cremation lot purchases. The Trustees have answered several telephone and email queries from lot owners over the past month.

The Trustees received a \$500 donation to the Cemetery Fund from a descendant of the Wadley family in Lots 15 and 16. Kristin will send him a thank you note.

The Trustees discussed the difficulties involved in notification and payment for placement of memorials in cemeteries.

The Trustees reviewed end-of-August cemetery financial statements provided by the Finance Director. The group discussed other repairs and maintenance that could be scheduled during this year. Scott reminded the Trustees that Fiscal Year 2021 budget memos are due to him by 4pm on Friday, September 18. The Selectmen's Budget Work Session is scheduled for Tuesday, October 6.

Computerized Files – Using Judy Cott's Excel spreadsheet as a starting point, Kristin updated the spreadsheet by entering information on all burials/ lot sales/lot transfers in Pine Grove since 2011. She added information on Veteran status, whether the burial is listed on the FindAGrave.com website, and the number of sold lots/plots. Although several questions need to be cleared up, it currently appears that there are approximately 400 full plots and 280 cremation plots available for sale in Pine Grove.

The Trustees reviewed an updated list of "Cemeteries in the Town of Gilford, NH". A PDF of this document will be placed on the Town's website.

Upcoming Meetings:

The Cemetery Trustees scheduled a Budget Work Session for Wednesday, September 9, 2020, at 4:00 pm in the Town Hall Conference Room.

The next monthly meeting of the Cemetery Trustees is scheduled for Thursday, October 1, 2020, at 4:00 pm in the Town Hall Conference Room.

The meeting was adjourned at 5:10 pm.

Respectfully submitted,



Kristin Snow, Secretary of the Cemetery Trustees

Approved by vote of the Cemetery Trustees on the 15th day of October, 2020.