

TOWN OF GILFORD
CEMETERY TRUSTEES
MEETING MINUTES
May 7, 2020

Members in attendance:

Pete Allen
Rae Mello-Andrews
Kristin Snow

Also present was DPW Director Meghan Theriault.

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

Approval of Minutes:

The Trustees unanimously approved the minutes from the March 19, 2020 meeting.

Old Business:

The April 2, 2020 meeting was canceled due to COVID-19 stay-at-home order.

Pete opened Pine Grove Cemetery in early April. He has been responding to questions from members of the public about lot purchases and scheduling of burials. He has spoken with Craig Beane of Wilkinson-Beane Funeral Home to ensure we are complying with the state's guidelines regarding COVID-19 precautions.

Meghan reported that she has one part-time seasonal employee working at Pine Grove and one highway employee helping at McCoy, and a contractor working at the other the town-maintained historic cemeteries. She has one more position posted she hopes to fill. She is working on repairing the solar lights on the Pine Grove and McCoy. Pine Grove had downed branches that damaged the rear fence, which been repaired by Lakes Region Fence. McCoy had a downed tree that has been removed.

Meghan found electronic cemetery files on the DPW drive and has moved them to a shared cemetery drive on the Town of Gilford server. The trustees can request a logon and password to access these files. Kristin found many cemetery photos, documents, and two spreadsheets dated 2012 with extensive information about each plot at Pine Grove and several of the historic cemeteries. Rae will plan to update the Pine Grove spreadsheet with additional information stored in our paper files since 2012. Kristin will update the Rules & Regulations documents.

Kristin inspected 13 town maintained cemeteries in March and April and checked for needed cleanup and repairs. She found a total of 6 damaged cemetery signs and is working with Gator Sign Shop to replace them with ¼ inch thick aluminum signs for \$1010. She took pictures at each cemetery and will upload them onto the shared

cemetery drive on the Town of Gilford server. She will look into finding a company to help repair some leaning and broken headstones.

New Business:

Pete reported that a volunteer has offered to place flags at veteran's graves for Memorial Day. The trustees discussed several issues, including the need to order flags, the problems with flags not staying in place, and the town's decision not to hold a Memorial Day Parade this year. Rae made a motion to forgo flag placement this year due to the COVID pandemic that has affected the country and to research the cost of metal flag holders to include in next year's budget. Pete seconded and the motion was approved unanimously.

Kristin made a motion to remove a sign at Pine Grove Cemetery that contains outdated contact information. Rae seconded and the motion was approved unanimously.

Kristin will contact Craig Beane to see if he can hold a training session with the trustees.

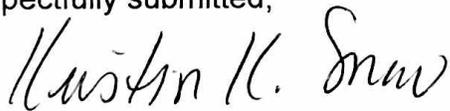
Meghan discussed with the trustees what to do about damaged and overgrown bushes at Pine Grove Cemetery. Belknap Landscape will work on the bushes along Belknap Mountain Road and if they cannot be brought back to health, the trustees will decide how to replace. Bushes at individual gravesites will be trimmed; if bushes have died, the trustees will need to notify the lot owners.

Next Meeting:

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

The meeting was adjourned at 5:00 pm.

Respectfully submitted,



Kristin Snow, Secretary of the Cemetery Trustees

Approved by vote of the Cemetery Trustees on the 4th day of June, 2020.