TOWN OF GILFORD

CEMETERY TRUSTEES

MEETING MINUTES

July 1, 2021 DRAFT

Attendance:

Trustees Pete Allen and Kristin Snow and Town Administrator Scott Dunn and DPW Director Meghan Theriault were present. Trustee Rae Mello-Andrews attended by phone. Scott left the meeting at 4:30 pm.

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.

Approval of Minutes:

Motion to approve the June 3, 2021 minutes made by Rae and seconded by Pete. All voted in favor and the motion passed.

Public Comment:

No members of the public were present.

Old Business:

*Status of cemeteries, staff, and* *contractors:* Meghan reported that Jake Young is doing a very good job maintaining Pine Grove and McCoy Cemeteries. Aaron Alpert is also doing a good job maintaining the historic cemeteries.

Meghan reported that the cemetery mower had broken again and would be under repair for two weeks, but the repairs were covered under warranty.

Laconia Monument Company repaired one headstone that had tipped over during the winter in the historic section of Pine Grove Cemetery.

*Computerized cemetery file and map updates*: The computers in the Trustees office have been upgraded. Kristin will finalize the update of the Pine Grove Cemetery lot owners’ map. Meghan can then cancel the Adobe monthly charge for the computer in the Trustees office.

*Pine Grove trees and hedges:* The Trustees reviewed two proposals from Belknap Landscape Company for work at Pine Grove Cemetery:

Hedge proposal: This proposal is for the structural pruning, reshaping, and removal of dead wood within the 425 foot yew hedge along Belknap Mountain Road. Cost for 80 man-hours is $5,850.00. After discussion, Kristin move to approve this proposal to be paid from the cemetery ground maintenance annual budget. Rae seconded the motion. The motion passed unanimously.

Tree proposal: This proposal is for work along the property/fence line on the Elementary School side of Pine Grove Cemetery. The proposed work includes grinding of existing stumps and cleaning up the debris; re-grading the planting bed area; adding loam, planting soils, seed, and mulch as necessary; and installing 12 ‘Montrose Spire’ White Spruce with approximate 11 foot spacing. Total cost for this scope of work was proposed at $20,475.00. The Trustees discussed reducing the number of trees to 8 with wider spacing and breaking the work into two phases over two years. Kristin moved to request updated quotes from Belknap Landscape Company, the first proposal to include stump grinding and associated site work to be done in 2021 and the second proposal to include installation of 8 trees and associated site work to be done in 2022. Rae seconded the motion. The motion passed unanimously.

*Marking of lot lines in northeast corner of Pine Grove:* The Trustees and Meghan decided to have a work session on Friday July 9, 2021, at 9:00 am to mark lot lines in the northeast section of Pine Grove Cemetery.

*Weeks Cemetery downed tree removal:* DPW removed a downed tree from Weeks Cemetery.

*Grant Cemetery volunteer work:* Kristin reported that volunteer Bill MacLean has been cleaning stones at Grant Cemetery. Additional D2 cleaner was ordered to help him with this effort.

*Other Old Business:*

Kristin and Pete marked out a recently purchased lot in the Cremation Section of Pine Cemetery using existing maps and pins. They determined that double cremation lots were sized at 3x8 feet and single cremation lots were sized at 3x5 feet.

New Business:

*Recent Business:* Several burials have occurred in Pine Grove Cemetery since the June meeting. There are multiple burials scheduled at Pine Grove and McCoy Cemeteries. During the month, the Trustees answered several requests for information, assisted with locations for marker placements, and sold two lots.

A lot in Pine Grove Cemetery requires ant treatments, which will be done after this week’s rain.

*Other New Business:* A relative inquired about making a donation to install something permanent in memory of her parents and sister. The Trustees discussed possibilities such as a bench or a flowering tree. Bushes or perennial flowers could also be added to the family’s plots. Pete will discuss the options with the relative and report at a future meeting.

Upcoming Meetings:

The next monthly meeting of the Cemetery Trustees will be held Thursday, August 5, 2021 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 \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 2021.