

**Town of Gilford
Cemetery Trustee/Steward Minutes
Meeting held in the Town Hall Conference Room A
December 21, 2011
9:00 a.m.**

Present:	Sue Leach	Chairperson
	Judy Cott	Vice Chairperson
	Dee Chitty	Secretary
	Sheldon Morgan	Steward

Guest:	Denise Gonyer	Town Clerk
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Meeting called to order at 9:00 a.m.

Pledge Allegiance

Motion to accept the minutes from November 21, 2011 Cott/Leach
All in favor. Motion passed.

New Business:

Denise Gonyer, Town Clerk, Trustees, and Steward discussed the procedure for burial permits. RSA 289:5 & Chapter 5-C Vital Records Administration, 5-C:67 were reviewed. All present wanted to make sure the proper procedures were being followed regarding the town cemetery documents. All agreed the current process was compliant. D. Gonyer is reviewing what storage and purging requirements are required by the State. D. Gonyer returned to the Town Clerk's Office at 9:35.

D. Chitty had received a phone call from Dale Squires of Belknap Landscaping Company. The restoration work being conducted at Weeks Cemetery, on Hoyt Road is being nominated for an award. The group was thankful to be considered as a nomination. It was noted that it has taken many members of our community to contribute towards this project in saving Weeks Cemetery for future generations. There is an endless list of companies, groups, volunteers, donations and workforces that have contributed to the task.

It is the groups hope that full restoration will be completed in the near future.

Old Business:

- 1 D. Chitty passed out copies of the report from Jessica Felix, Stone Restorationist. J. Felix provided a detailed report of the work that was done to the severely broken stones and the placement of those stones which was now completed.
- 2 The group reviewed the 2011 budget and work that needed to be finished up.

D. Chitty moved that wording for the Goodwin Road Gilford Pest House and Pine Grove Cemetery sign be accepted as written. Chitty/Leach
All in favor. Motion passed.

- a S. Morgan suggested using hardwood posts with coppertops for the Pine Grove Cemetery road signs in order to reduce cost of regular street signage. He stated posts would be covered with Thompson Water Seal. The posts could be painted white with black lettering.

D. Chitty moved to have S. Morgan purchase the posts and coppertops for the Pine Grove road signage. Chitty/Leach
All in favor. Motion passed.

D. Chitty moved to table the road naming until the January 18, 2012 meeting. Chitty/Leach All in favor. Motion passed.

- b J. Cott stated she will obtain the price quotes for the cemetery computer program.
- b S. Leach stated she will obtain the price quotes for the Collins Cemetery tree removal.
- b S. Morgan reminded the group that purchase order deadline is quickly approaching.

D. Chitty moved to have J. Cott and S. Leach obtain price proposals for both the computer programming and Collins

Cemetery tree work. Chitty/Cott

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- The next meeting is scheduled for January 18, 2012, Town Hall Conference Room A at 9:00 a.m.

Meeting adjourned at 11:14 p.m.

A True Copy Attest:

Dee Chitty
Secretary