DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

DUNBARTON CEMETERY TRUSTEES
MEETING MINUTES

Date: Monday, April 4, 2015 at 7:00 PM
Location: Dunbarton Town Offices

Trustees Present:
Tom Groleau
Brian Pike
Annette Kuhn

Trustees Present:
None

Members of the Public Present:
None

Meeting Opening
The meeting commenced at 7:02 PM.

Meeting Minutes
Tom Groleau made a motion to approve the minutes of the Cemetery Trustee’s Meeting held on Monday, February 2, 2015 as written. Brian Pike seconded the motion. The motion passed unanimously.

Trustee Chair
Brian Pike made a motion to nominate Tom Groleau as Chair of the Cemetery Trustees. Annette Kuhn seconded the motion. The motion passed by a vote of 2-0-1.

Trustee Recording Secretary
Brian Pike made a motion to nominate Annette Kuhn as Recording Secretary of the Cemetery Trustees. Tom Groleau seconded the motion. The motion passed by a vote of 2-0-1.

Donation to the Cemetery Trustees
A non-bound photocopied packet was donated by Donna Dunn on behalf of the Historical Awareness Committee’s Library, the Tuck Library, entitled “Gravestone Inscriptions for All Cemeteries Within the Township of Dunbarton – 1758-1933” and compiled by Priscilla Hammond of Concord, New Hampshire in 1933.

Tom Groleau made a motion to accept the compilation of gravestone inscriptions as a donation to the Town. Annette Kuhn seconded the motion. The motion passed unanimously.

Gates for Page’s Cemetery
The Trustees contracted with Penney Fence to install two gates at Page’s Cemetery last year for which funds from last year’s budget have been allocated. Tom Groleau will call Penney Fence within the next couple of weeks to schedule the installation.
Cemetery Opening
As by rule, the cemeteries will be officially opened for the year on April 15, 2015, weather permitting.

Cemetery Regulations
A brief mention was made of updating the Cemetery Regulations during this calendar year.

Cemetery Walk-Throughs
A tentative date of Saturday, May 9, 2015 at 8:30/9:00 AM has been scheduled to conduct annual walk-throughs of the three cemeteries to identify various areas that may need to be addressed with respect to maintenance of grounds, fencing, stones, safety and other issues.

The walk-throughs will also coincide with Saint’s Lawn Care to discuss the direction of landscaping work for the year. Tom Groleau will contact Art St. Laurent to schedule the meeting.

Request for Proposals
Between now and the walk-throughs in early May, the Trustees will prepare a rough draft of an RFP. After the walk-throughs and identification of the stones that will need repair, a finalized RFP will be published to identify bidders to conduct the work.

Cemetery Layouts
Steve Racine will be laying out the cremains area in Page’s Cemetery. Brian Pike called him during the meeting and it was decided that the Trustees will contact him again during the next meeting, May 4, 2015, to discuss whether the work can be commenced based on the conditions of the area, i.e., that the area has grass growing. Brian Pike and Tom Groleau discussed rolling the area to make it level once the snow has melted and the ground is soft.

Hearse Inspection
It is not clear when the last time the hearse has been inspected, however, it is important that this be done and it was discussed for tentatively in June 2015. Tom Groleau will contact Bob Boynton and Donna Dunn to discuss having the hearse inspected.

The Trustees have not been contacted to date regarding the use of the hearse for either the 250th Anniversary Celebration nor Old Home Day.

Cemetery Mapping
Once the weather improves, the Trustees will continue to conduct mapping of the cemeteries. There is one final area in the Center Cemetery that needs to be completed.

Petition to Cy Pres
There is approximately $60,000 in a perpetual care trust fund for the cemeteries. The interest income from the trust is negligible and the principal amount in the trust can not be disbursed. The Trustees have discussed whether or not to file a Petition to Cy Pres to dissolve the trust fund so as to make the funds available for use by the Cemetery Trustees instead of requesting funds at Town Meeting through Warrant Articles.

The Town of Milford has successfully filed a Petition to Cy Pres. Brian Pike will contact the Town of Milford to get some further information on their experience with this.

Erosion Issues at East Cemetery
There is an ongoing issue with erosion at the East Cemetery due to the nature of the topography of the site. Erosion control measures will be researched by contacting various vendors and requesting brochures and cost estimates for different alternatives.

There are also several other issues at the East Cemetery that heed further attention such as fencing and trees, as well as damaged stones. These will be identified more thoroughly during the walk-throughs in early May.
Center Cemetery
The trees at the back of the Center Cemetery need to be cut down to be able to put a road at the back of the cemetery along the property line. The Trustees need to reestablish permission to cut down the trees as was previously noted in meeting minutes when the land was originally acquired.

Next Meeting
Date: Monday, May 4, 2015 at 7:00 PM
Location: Dunbarton Town Offices

Adjournment
The meeting was adjourned at 8:11 PM.

Respectfully submitted,

Annette Kuhn
Recording Secretary