

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON CEMETERY TRUSTEES
MEETING MINUTES**

Date: Monday, July 13, 2015 at 7:00 PM

Location: Dunbarton Town Offices

Trustees Present:

Tom Groleau

Brian Pike

Annette Kuhn

Trustees Absent:

None

Members of the Public Present:

Bruce LeDuc

Meeting Opening

Tom Groleau called the meeting to order at 7:00 PM.

Installation of Gates at Page's Cemetery

Penney Fence has completed the installation of the gates at Page's Cemetery and a check has been mailed to the company. At the southern gate location, the ground falls off at a rather significant slope, therefore, we will need to purchase some steel piping to install in the ground so as the stake to keep the gate open will be better secured when placed into the piping. Tom will call Penney Fence to see if they have a system that that use to lock the gates.

Burial Plots in Page's Cemetery

Bruce LeDuc purchased two (2) burial plots in Page's Cemetery in Section E, Lot No. 118; this lot is a two plot lot. Payment was received for the plots, perpetual care trust and for the four (4) cornerstones. Tom will call Manchester Memorial Company to order the cornerstones.

A copy of the current Cemetery Regulations will be forward to Mr. LeDuc.

Certificate of Cremation

The Certificate of Cremation for Irene Thalheimer was received in the mail.

Cemetery Maintenance

An invoice for mowing the cemeteries was received from Saint's Lawn Care for the month of June and paid in the amount of \$950.

Community Service in Center Cemetery

A group of volunteers from Becket Family Services who were approved to provide some community service within Center Cemetery, such as clearing grass from stones and brush from along the walls, have not yet begun

the work. Tom will contact Susan Langlois, the coordinator for this group in regards to when they will start, as well as to let her know that tools are available for their use in the closet in the Town Offices.

Monument Repair of Leaning Stones

Keith Racine of Cornerstone Cemetery Services, LLC provided the Trustees an estimate for four (4) days of work within the cemeteries to straighten leaning stones. He commenced the work on Tuesday, July 7, 2015.

Product Brochures

Brochures for various cemetery-related products were received from Salem Stones.

Mapping Software

The Trustees reviewed a previous invoice from Ramaker & Associates for their work on the mapping software that Line Comeau had a question about.

Dunbarton Elementary Summer Session Field Trip

Joy MacNeilly emailed the Trustees requesting a guided walking field trip for the Dunbarton Elementary Summer School students (Grades 1 through 6) in Center Cemetery. Tom will contact Ms. MacNeilly to let her know that they can do this and to remind the group that our cemeteries are hallowed ground and as such should be provided the respect they deserve while the group is conducting their walk through. Tom will also recommend contacting the Historical Awareness Society since they would be more capable of providing an informed guide.

Maintenance Issue in Center Cemetery

The Trustees need to contact Linda Van de Bogart regarding her son's stone in Center Cemetery to address two urns that are located on either side of the stone at a distance that makes maintenance of the area an issue.

Monument Repair of Broken Stones

The Trustees need to create an inventory of all broken stones in the cemeteries. This list will be used to prioritize the monuments to be repaired. The mapping software will be used to denote which monuments need the work.

Center Cemetery Gates

At the end of the year, if there is enough money left in the budget, one or both gates should be installed at Center Cemetery.

Perennials/Bushes Issues

The Trustees need to address the issue of perennials and bushes that are planted next to some stones that are in violation of the current Cemetery Regulations and making maintenance of these locations difficult. The Trustees will be drafting a letter that will be mailed to all violators with the option of removing the plants by a certain date or choose to pay for the additional maintenance costs that incur due to the plants.

Updating the Cemetery Regulations

The Trustees will commence discussing and working on making necessary updates to the Cemetery Regulations sometime in September.

Meeting Minutes

Brian Pike made a motion to approve the minutes of the Cemetery Trustee's Meeting held on Monday, May 4, 2015 and of the Cemetery Trustee's Meeting held on Monday, June 1, 2015 as written. Tom Groleau seconded the motion. The motion passed unanimously.

Next Meeting

Date: Monday, August 3, 2015 at 7:00 PM

Location: Dunbarton Town Offices

Adjournment

Annette Kuhn made a motion to adjourn the meeting at 8:27 PM. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

Annette Kuhn
Recording Secretary