

Meeting of the Deerfield, New Hampshire Cemetery Trustees

Draft Minutes – January 10, 2017

Present: Don Watts, Don Tordoff, and Dana van der Bijl

Guest: Mark Young, Superintendent

Meeting called to order at 10:00 am

Don Watts spoke to the new town administrator, **John Harrington**. He wants us to go to over the town owned cemeteries and make a prioritized list of all maintenance issues, starting with the **most urgent tree removals**. Mr. Harrington will attend our next meeting, so we should be prepared with this information and questions.

It has come to our attention that we **should be advertising the cemetery mowing jobs each year so they can be put out to bid**. Could an exception be made due to the specialized nature of the job? For example, this is not just a straightforward mowing job. We would be responsible for nicked stones or any other damage done. According to Mark Young, it takes time to groom the subcontractors, and he is confident in the ones we currently use.

Don Tordoff will invite **Tyler Partridge** and **Bob Averell** (maintenance contractors) to the next meeting.

We learned that **Mark Young has been doing the Superintendent's job since 1990**. He takes care of contractors, burials, complaints, and maintenance issues. He meets with the Select Board as needed for budgets or isolated incidents. He also meets with the town administrator as needed. These tasks are completely separate from his duties as our town's road agent. **He has not had a raise in over 20 years.**

Mark told us that when someone is interested in **purchasing a plot**, he brings perspective buyers to the available sites and lets them choose, and then the town offices take over. The Cemetery Trustees have never been involved, and the money goes directly to the town. The Cemetery Trustees get the proceeds at the end of the year, but it is our understanding that it should be transferred into our account **upon receipt** to allow for proper interest to accrue over the course of the year.

We discussed future planning for our **next town cemetery**, which would be located in the five acres behind Cate Cemetery on Cate Road. Mark has volunteered to put a road in (donated labor/time). While there are still many spaces left in Old Center Cemetery, planning for the future is a good idea. It will give us time to think about an easy to maintain layout and smart landscaping.

Mark will look into the **compensation of other superintendents** in the area and report back to us.

Dana will look into a workshop **on headstone care** and cleaning/repair.

To keep current with the laws, **we need to assign a place to store cemetery related items that should not be left out in the open.** For example, if a piece falls off of a headstone, or an accessory comes loose, it needs to be stored in a designated location.

Don Tordoff will get in touch with the **Charitable Trusts Unit** of the Department of Justice and find out how we can **educate ourselves on policy and procedure.**

Don Tordoff will find out who is responsible for **purchasing and placing the flags** on the graves of veterans.

IT Coordinator Steve Jamele set up an **information page** on the town website for the Cemetery Trustees. Mail sent to **cemeteries@townofdeerfieldnh.com** will be forwarded to all three trustees. Dana will ask to have Mark Young (roads@townofdeerfieldnh.com) added to the list, and will work on **adding documents** to the page as they become available.

Don Tordoff transferred four folders containing cemetery information to **Dana**. He notified the trustees that **he will not be running for re-election** when his term is up this year. All trustees will spread the word and try to get an interested candidate on the ballot.

Mark reported that a **wall at Middle Road Cemetery was hit by a car.** The damage repair is covered by the driver's insurance, and Mark is coordinating it.

Meeting adjourned at 11:09 am

Next meeting: 10:00 am on **February 15th** at the library (confirmed)

Respectfully submitted by:

Dana van der Bijl