

Meeting of the Deerfield, New Hampshire Cemetery Trustees DRAFT MINUTES

September 18, 2017

Present: Dana van der Bijl, Maureen Mann, and Don Watts
Guest: John Harrington, Town Administrator

We called this emergency meeting to prepare our budget for 2018.

Meeting called to order at 9:00 am.

Dana van der Bijl stepped down as Chair but chose to remain on the board. Maureen Mann stepped down as Secretary but chose to remain on the board. Maureen Mann was elected Chair and Dana van der Bijl was elected Secretary, both by unanimous vote.

The Cemetery Trust Funds are quickly becoming depleted due to changes in the investment process. Per communications with Trustee of the Trust Funds Jim Sullivan: *“Town would not seek reimbursement of Cemetery Maintenance/Perpetual Care expenses from the Cemetery Trust Funds for a period of 5 years, commencing in 2018, running through 2022.”*

Town Administrator John Harrington joined the meeting briefly to discuss the details of the reimbursement moratorium. He has added two lines to the budget to better suit our needs: Dues/Subscriptions and Meetings/Trainings.

Our proposed budget is as follows:

	Previous	Proposed	Change
Superintendent	\$1,600	\$1,900	+\$300
Tree Care	\$5,001	\$5,500	+\$499
Contractors	\$14,650	\$19,199	+\$4,549
Dues/Subscriptions	N/A	\$100	+\$100
Supplies	\$200	\$1,000	+\$800
Meetings/Trainings	N/A	\$300.00	+\$300
Grant	1	1	0
Total	\$21,452	\$28,000	+\$6,548

Explanation for increases:

Superintendent: Proposed increase of \$75 per quarter for Superintendent Mark Young, whose quarterly rate of \$400 has not changed in decades.

Tree Care: There are trees in several cemeteries that need to be taken down. If they are not removed, we will pay much more to repair the damage to cemeteries.

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Contractors: Based on previous spending and anticipated needs. There are two town-owned cemeteries that have not been receiving care (Goodhue/Poor Farm and Dowst-Cate).

Dues & Subscriptions: Membership to NHCA

Supplies: The trustees have been trained in cemetery repair/restoration. There is only one chemical that is safe to use (D/2 Biological Solution) on gravestones, and it costs approximately \$40 per gallon. We also need herbicide and other items to clean up our cemeteries.

We will also be using this line to fund **records preservation**. There are several books that have been published by Joanne Wasson, but they are falling apart. We would like to digitize these books, update the information, and bind them to preserve them as a resource for future use.

Meetings/Trainings: The trustees intend to continue to attend training sessions whenever possible.

All three members approved the proposed budget. Maureen will present to the Board of Selectmen later today.

End of Budgeting Session

Other discussions included:

Dana will find out if it is our obligation to take action on neglected/abandoned private burial grounds.

Maureen would like the board to try to figure out who is buried where, especially those buried in recent years in non-public burial grounds.

Don feels the board taking on too much at once and would prefer to go more slowly. Maureen and Dana both feel that there is much to do and it should be handled as quickly and as thoroughly as possible.

Old Business: Damages to Sand Hill Cemetery – Chief Duquette said the driver who ran over several gravestones has been charged but has not gone to trial yet. He will send us a copy of the report.

Meeting adjourned at 10:35 am.

Our next meeting will be at 9:00 am on Monday, October 16th.

Respectfully Submitted by: Dana van der Bijl, Secretary