

Meeting of the Deerfield, New Hampshire Cemetery Trustees

DRAFT MINUTES

May 17, 2023

Present: Rick Druckenmiller, Dana van der Bijl, and Phil Bilodeau, Ron Harvey, Jenny Wellington, and Maureen Mann

Guest: Cemetery Superintendent Mark Young

Citizens Present/Citizen Comments: None

Meeting called to order at **9:30 am**.

The board **voted unanimously to approve the minutes** of the **April** meeting.

Superintendent Mark Young joined the group for a brainstorming session regarding **existing procedures** and the **planning of the new urn garden and columbarium**.

It was discussed that most people who **purchase cemetery lots have not been following through with the required installation** of corner stones within 90 days. The corner stones are necessary to maintain order and to help with lot identification. The trustees will find a way to resolve this issue.

Because the spaces for the **urn garden** are small and will need to be uniform, **Mark will speak to surveyor Jim Franklin about laying out the first section of 36 lots**. Mark suggested having **metal markers installed at intervals** to make lot identification more reliable. The board asked him to let us know what supplies (markers and a special metal detecting wand) he will need to implement this new system.

It was decided that the **2'x4' urn garden plots will be sold as a Right to Inter** (the same way our current burial lots are sold). The purchaser will coordinate with their funeral home to have a hole professionally dug for the urn burial. Standard footstone size plaques will be used – this will accommodate military stones and keep things uniform. Price to be determined. The board needs to source local sellers and maintain a list of places that engrave the stones.

A tree fell on B-12 Fellows-Sanborn on Middle Road (town owned cemetery) and destroyed a section of the back granite wall. A monument was also knocked over. Mark Young will be repairing the wall (as well as another broken section in the front of the cemetery along the road) and Gary Sanborn has offered to remove the tree as it is his family cemetery. Once the tree is removed, we will utilize any available trust funds to have the monument repaired.

F-05 Dearborn Cemetery on Coffeetown Road also sustained damage. Phil is working on getting quotes for the downed monument, and there is trust fund money available for the monument repair.

Dana will check with **John Harrington** to see if **town owned cemeteries** are **insured for tree damage**.

Dana will get in touch with **Kelly Roberts** and ask for **monthly copies of burial permits and cremation certificates**. Mark has families submit the cremation certificates before burying urns/ashes in their family plots.

Mark asked that **all mowing related complaints be directed to the attention of John Harrington**. This will apply to complaints regarding cemetery mowing only. Mark has a system in place to check the status of town maintained cemeteries, and contractor payments are not released until he signs off on them.

Mark informed us that the town is **no longer charging fees for opening graves**, and that the funeral homes are making those arrangements with no funds changing hands on our end. Dana will **update the rules and regulations page** to remove the line regarding those fees.

Ron and Jenny are working on the **RFQ for the granite double-sided 64 niche columbarium**. It was agreed that the columbarium and foundation will be on one RFQ and the landscaping will be on another RFQ, but all suppliers will be encouraged to bid on all three.

Jenny is part of a curriculum group for DCS and would like to **encourage the school to participate in documenting/studying/preserving our cemeteries**. The board agreed this is a wonderful idea and will support her in this effort.

Rick and Dana both followed up with Barry Brearley regarding the **missing gate at Ladd Cemetery** on South Road. Dana has been keeping an eye on classified ads to find a replacement. We may be able to utilize a piece of a similar gate and would like to keep it as close to the original as possible. Rick and Barry will work on getting accurate measurements.

Phil is continuing to maintain the **French Cemetery** on Candia Road.

The **next meeting** will be on **July 19th at 9:30 am** at the George B. White Building. **There will be no June meeting.**

Meeting adjourned at 11:30 am.

Respectfully submitted by:

Dana van der Bijl, Secretary