

Meeting of the Deerfield, New Hampshire Cemetery Trustees

DRAFT MINUTES

March 8, 2021

Present: Rick Druckenmiller, Sam White, Dana van der Bijl

Absent: Paul Murphy, Tina St. Peter

Meeting was called to order at **9:38 am**. The board unanimously **accepted the minutes** of the **November 2020** and **February 2021** meetings.

Citizen Comments – None

The board voted unanimously to hire Mark Young as Superintendent of Cemeteries at a pay rate of **\$5,000** per year, effective either immediately or retroactive to March 1, 2021 (pending input from bookkeeping and approval by the Select Board).

Duties of the Superintendent of Cemeteries include but are not limited to:

- Showing lots to prospective buyers
- Selling grave lots
- Working with the town staff/cemetery trustees to maintain up to date records of interments
- Approving and marking locations of markers and headstones
- Marking lots for grave digging
- Marking lots for monument companies
- Contracting tree removal
- Handling complaints
- Meeting with contractors/citizens/funeral directors as needed
- Maintaining an open line of communication with Cemetery Trustees
- Attending meetings as needed/requested by the trustees
- Overseeing maintenance of town-owned cemeteries
- Monitoring the condition of town-owned cemeteries and taking action as needed

Dana will forward a copy of these minutes to **Town Administrator John Harrington** to share with the Select Board for their input/approval.

Dana reported to the board that she had spent some time **digitizing the cemetery records** at the George B. White building. Spreadsheets of deeds will be prepared as soon as possible.

Dana reported that she had met with **Trustee of the Trust Funds Joanna Waring** to go over the perpetual care funds in the cemetery accounts. Strategies for properly utilizing the existing funds were discussed, as well as ideas for the future. A **Memorandum of Understanding** will be drafted to clarify these items and make it easier for Cemetery Trustees and Trustees of the Trust Funds to efficiently work together moving forward.

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Rick will follow up with **Mark Young** about **tree work** to be done at **Morrison Cemetery**.

Rick will ask **Mark Young** about corner markers. Are we involved in the process at all, or does the monument company sell and install them? Can we clarify the amount of time a buyer has to have the markers installed?

The board briefly discussed the **addition of walkways to the newest section of Old Center Cemetery**. **Rick** will ask **Mark Young** for input.

Dana will prepare and email a worksheet with regard to updating our pricing information. Trustees should be prepared to discuss each item at the next meeting and finalize **new pricing for lots and fees**.

The next meeting will be held on **Monday, April 12th at 9:30 am**. Location will depend on the weather.

Meeting adjourned at 10:22 am.

Respectfully submitted by Dana van der Bijl, Secretary