

Cemetery Trustee Meeting Minutes
November 14, 2023, 1:05 pm
Protectworth Room

Meeting called to order at 1:05 pm by Chair, Gardner Yenawine.

Members present- Gardner Yenawine, Chair, Daniel Hildebrand, Bookkeeper, Lynette Johnson, Trustee, and Don Hill, Selectboard Representative,

Agenda / Minutes - Copies of the November agenda and October minutes passed out to those present. Motion made by Gardner to accept the October minutes. Seconded by Dan.

Bookkeeper – Discussion around Dan’s Plan to update and revise the bookkeeping record books for the Pleasant View Cemetery as detailed in the November agenda. This will simplify and provide a cohesive system going forward. Dan, Gardner and Lynette to meet together to compare the old books with the newest one and verify and consolidate information.

Chair Role Description – Gardner submitted a job description for the role of Committee Chair. All agreed to adopt the description.

Budget – Gardner mentioned that with new information gained around funding we will withdraw our original idea to submit a warrant article for funding. We will develop a proposed budget in the next week or two and submit that to the Town Budget Committee for review. Some known expenses will be gravestone repair (2023 budget for this item was close to \$3800), hiring help to complete lot mapping, \$10 membership in NH Old Graveyard Association, possible tree cutting at Messer Hill Cemetery.

PVC Cemetery Work Day / Cemetery Auxiliary – Discussed plan to pull together community volunteers for a work day in early May 2024 to do cleanup, weed trimming, and maintenance.

Lot Mapping – Lynette to connect with the NH Old Graveyard Association President, Joyce Keegal, to see if they have information about the customary procedure for mapping out the lot lines in a cemetery. Don Hill recommended two surveyors who might advise on lot mapping if a surveyor is required. Lynette has the names and contact information and will reach out to them if, indeed, a surveyor is necessary for the task.

Satellite Cemeteries – Gardner attended the Building Maintenance and Future Needs meeting. No cemeteries in Springfield have ever been declared abandoned. The town has historically taken on the responsibility the maintenance of these smaller cemeteries. Trustees will try to attend any town and committee meetings that intersect with PVC interests.

Rules & Regulations Changes – Under the General Burial Rules and Regulation Gardner proposed changes for clarity. He recommended replacement of current section b.) to now state:

b). All grave-digging and backfilling will be accomplished by the Springfield Town Highway Department. Four corner markers will be placed on purchased lots by the Town Road Agent.

Gardner also recommended the addition of a new section to be labeled C) to read:

c) Acquisition of Lot (s):

Step 1: A qualified resident and / or non-resident taxpayer wishing to purchase a lot contacts the Town Office, 603-763-4805, for referral to the Cemetery Trustee / Bookkeeper. A designated Trustee arranges to meet with the purchaser to review the Cemetery Master Map to identify available lots. This can involve a visit to Pleasant View.

Step 2: Bookkeeper provides purchaser with Lot Sale pricing and a Lot Purchase form to complete, sign, and return to the Bookkeeper for signature.

Step 3: Payment is attached to the Lot Purchase form and forwarded to the Town Administrator who will make out the Lot Deed verifying with the Town Clerk that the purchaser is a property owner and / or non-resident tax payer.

Step 4: The prepared Deed is forwarded to the Town Select Board, Town Clerk and Cemetery Trustee for signatures.

Step 5: Deed is given to the purchaser along with a copy of the Pleasant View Cemetery Rules and Regulations.

All agreed that these changes made sense and provided more concise, clearer instructions. Vote to adopt the changes was unanimous. The addition of a new section will result in re-labeling all sections within that part of the Rules and Regulations. Gardner to submit to Tamara Butcher to update the website.

Lynette made a motion to end the meeting. Dan seconded. Meeting ended at 1:58 pm.

Respectfully submitted by Lynette Johnson, trustee