

## Cemetery Trustee Meeting Minutes

June 13, 2023, 1:00 pm

Protectworth Room

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### **Meeting Called to Order** 1:06 PM by Chairman Denniston

- Members Present:
  - Brandt Dennison, Chairman;
  - Gardner Yenawine, Bookkeeper;
  - Lynette Johnson, Trustee;
  - Jeremiah Crosby, Select Board Representative;
- Others Present:
  - Jamie Crosby, Recreation Committee, Chair,
  - Linda Welch, Former, 2017, Cemetery Trustee late arrival to discuss Cemetery Lot layout.
- Copies of the June Agenda with financial expense reports were distributed to all

### **Approval of May 9 Meeting Minutes**

Motion to approve as written- Gardner Yenawine

Second of motion Brandt Denniston

All approved May 9 Meeting Minutes as written

### **Financial Review**

Brandt Denniston explained the graphic layout and key spending items with assistance by Lynette Johnson and Gardner Yenawine. Corrected chart. will be distributed.

### **Old Business**

- Brandt Denniston:
  - Leveling of Duford Plot was discussed with Tim Hayes, Assistant to Road Agent, Tim said that he had discussed it with the Road Agent and would handle it and keep me informed. No word back from Tim. It is still an open item.
  - Cemetery Webpage Updates by Tamara Butcher have been timely and well crafted in support of the new board of trustees.
  - The refurbished Memorial Cross by Lynette Johnson and the Crosby family was a fantastic improvement and it was completed in time for the Memorial Day Celebrations.
  - Having Selectman Crosby bring together his oversight of the Highway Department and the Buildings and Grounds Department with the needs of the Cemetery has been very productive and helpful. The Cemetery Trustees are most appreciative of his active involvement.
- Gardner Yenawine:
  - Gravestone of NE has had winter damage to needed equipment and has not yet started repairs at Pleasant View Cemetery
  - Will follow up with Gravestone NE and get their timeline for work on PVC.
    - Status of the leveling of the Duford Plot was commented upon by Jeremiah Crosby:
      - Downed dump truck and Road Agent retirement leading to a new Road Agent is a factor impacting the work on the Duford Plot.

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- Sale of Cemetery Lots: may involve a Cemetery walk-through by a yet assigned person, but Gardner volunteered to take on the walk through duty as part of the Lot Sales responsibility. Gardner also volunteered to be the contact point for burials.
- The current practice for choosing a Cemetery Lot is to let the buyer choose, but with the new western area of PVC, it was pointed out that the Lot Rows needed to be identified. Jeremiah suggested a web based mapping device could accurately do the job. By doing so, when the Lot was bought, the Road Agent could then properly set the corner markers. With this done, Lot Sales could be accurately marked.
- For the Gravestone NE work to be done we need to have a list of the repaired gravestones with Lot Numbers for accounting purposes relative to the use of Trust Funds. Gardner will require a work-list from Gravestone NE along with a request for itemized billing by lot number.
  - Brandt Denniston volunteered to interface with Trustees of the Trust Funds to get access to each listed Deed wording.
  - Jamie Crosby pointed out that some Veteran flag holders were missing or damaged and stated that the American Legion had access to replacement flag holders. Jamie will get a list of how many replacements are needed.
- Lynette Johnson wanted to know how to tell people who to call for the purpose of buying a Cemetery Lot. Gardner agreed to have his Cell Phone Number added to our website Lot Sale line.
- Linda Welch arrived to join the discussion on Lot Sales. All present concluded that Lots should be assigned sequentially unless the buyer wanted a specific location.
- Regarding the Process Documentation of Cemetery Lot Sales, Gardner felt that the current document is adequate. However, after experiencing one or two transactions under Dick Petrin's guidance, changes could be made to the Process Documentation.

## New Business

- Discussions on the eight (8) agenda items were comprehensive with all present contributing. However, no motions made were approved. All eight (8) agenda items needed either more information or time to complete the tasks. A summary by item follows:
  - Brandt Denniston:
    - Website additions- Need time to work with Tamara Butcher, Administrative Assistant.
    - Zone and Row Marking- Need: cost estimates, implementation team assignment and a written procedure.
    - Access to Trust Funds by burial plot-needs more time to meet with Trustees of the Trust Funds.
    - Contact name and phone number for new burials will be supplied to Tamara Butcher for website posting
    - Regarding Town of Springfield Veteran's free burial lot.
      - Representative Linda Tanner's lack of response to my email and two phone calls made me move ahead to request help from Representative Hope Damon.
      - Representative Hope Damon WILL take on the task of legislative support for our proposal. The Representative Damon agreed to see if there are State Statutes that set out how such abatements

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are to be handled. Also, if the covering legislation is lacking, would it be best to request it for this Fall Legislative Session or just go ahead with a town vote?

- NH RSA 289:6 states that “The board may recommend to the appointing authority the names of no more than 2 persons who may serve as alternate members on the board”.
- Brandt Denniston made a motion to chose Jamie Crosby as an alternate member of the Springfield Cemetery Board of Trustees. The motion was seconded by Trustee Lynette Johnson. All board members voted to chose Jamie Crosby as an alternate member of the board. This choice will be forwarded to the Select Board for approval.
- Jeremiah and Jamie Crosby Follow-up items:
  - Jamie: The number of flag holder replacements needed for Veterans.
  - Research to see if \$100 cremation fee is still an average rate by other companies.
  - Select a Cemetery Custodian. Future plans will be develop reports on Cemetery work details so that Trustees will be able to inspect what was done and know the hours and costs.
  - Get C. Christine Fillmore, Esq. to craft a Green Burial Release Form. Email: Cfillmore@dwmlaw.com. Phone: (603) 792-7417.
  - Follow up on Tim Hayes’ leveling the Duford burial plot.
  - Contact Town Attorney to craft a Natural Burial Release Form (Note: Need to update Rules & Regs, Burial Process for each of the three types of burials).
- Gardner Yenawine & Jeremiah Crosby:
  - All Cemetery Maintenance Process-
    - The Highway Department and Board contracted providers are the only maintenance providers.
    - Burial digging will only be done by the Highway Department so that overall maintenance is not increased. (Note: Cemetery Regulations need to be updated to remove other people from digging Green and Cremation graves).
  - Lynette Johnson challenged the cost of Cremation Burials relative to the cost of the cremation plot. The discussion of cost of cremation burials was tabled.
  - After meeting note: According to Jill Hasting, Deputy Administrative Assistant, Springfield burials are charged against the Cemetery General Fund as Wages, the same expense account that is used for mowing. Springfield does not bill individuals. (Note: See “General Burial Rules and Regulations Para. A). Funeral services charge customers a burial fee and the funeral service transfers it to Springfield which is booked in the General Fund as Cemetery Revenue. Springfield does not bill funeral services for town burials. Therefore, there is no Fee Schedule for Burials, it’s a taxpayer paid service.

## Meeting Adjourned at 2:12 PM

Respectively submitted,

Brandt Denniston,  
Chairman of Board of Cemetery Trustees