

CEMETERY TRUSTEE MEETING AGENDA
NOVEMBER 14, 2023
PROTECTWORTH MEETING ROOM

Old Business

New Business:

Bookkeeper Report (Dan)

Consolidate the information in the three Pleasant View Cemetery logbooks so that eventually all of the information would be consolidated in the "Red (Loose-leaf) Log" (the newest of the three logs).

Steps to be taken to achieve that goal:

1. Type up the alphabetized list of names and page numbers that is in the front of the "Original" logbook. (Tamara said that she would be willing to do this.
2. Compare that list with a similar list at the front of the "Copy" logbook. Amend the typed list as necessary with additional or varying information. This would result in creating five columns on the alphabetized list: Name of individual, "Original Log" page number, "Copy Log" page number (if different), Lot number, Comments about discrepancies (if necessary).
3. Place the consolidated alphabetized list in the front of the "Red Loose-leaf Log."
4. As we now start using the "Red Log" (let's agree on the names we use for the three logs), we should check the information in the Original and Copy logs to ensure that the information in the Red Log is complete and accurate.
5. When the information about a particular Lot and/or individual found in all three logs is the same, we will note by writing "consolidated" (I'm not sure this is the best term) in the comment column of the alphabetized list (and perhaps also on the Lot page in the Red Log). This will signal that we do not need to recheck the other two log books when using the Red Log, thus beginning to consolidate all of the information in the Red Log.
6. When the information about a particular Lot and/or individual found in all three logs is NOT the same, we will pencil in additional and/or conflicting information the Red Log and make the notation "resolved" in the comment column, thus continuing to consolidate all of the information in the Red Log.
7. If members of the Cemetery Committee have time and interest, they could systematically work through the alphabetized list comparing the entries for each Lot and individual in the three logs making the appropriate notation, "consolidated" or "resolved." The committee as a whole would only need to discuss entries where there are significant discrepancies.
8. While this process will take some time, the benefits of having one consolidated and accurate (as is possible) log, will pay off in the future. When there are discrepancies,

we may also need to go to the cemetery to see if that helps in resolving the conflicting information.

9. We should also put this written process (or the process as amended by the Committee) in the front of the Red Log with the date adopted so that future Cemetery Committees will know when and why we started this process.

Budget Report (discussion)

Report on meetings with Town governing board including Budget Committee (Gardner)

Chair's Job Description: Chair, PVC Trustees

- In consultation with trustees and Springfield Town Administrator, develops meeting agendas.
- Chairs trustee meetings.
- As appropriate, assigns tasks and related responsibilities to fellow trustees.
- Initiates and receives information requests and inquiries related to Cemetery business.
- Attends other town committee/board meetings if appropriate and requested.
- Develops and submits annual PVC budget requests to the Town Budget Committee.
- Oversees maintenance and needed repairs of Town-maintained cemetery properties.
- With fellow trustees, shares responsibility for becoming knowledgeable of all laws, rules, and regulations pertaining to Town-maintained cemetery properties.
- Encourages town-wide support for pride in and upkeep of PVC (includes all).
- Submits PVC activity report for inclusion in the Town Annual Report.

Discuss hiring assistance for lot and plot markings (All)

Proposed changes to rules and regulations (Gardner)

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. Cemetery lots will not be prepared for burial on frozen ground.

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 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.

Meeting notes:

