

**CEMETERY TRUSTEES**

**MINUTES**

May 13, 2021

**APPROVED:** 12/9/21

**ATTENDING:** Richard LaFlamme (Chair), Cheryl Cizewski, Cade Overton

**ABSENT:** None

**OTHER:** Christina Goodwin, Land Use Manager

Mr. Laflamme called the meeting to order at 10:33 am with a quorum.

**MINUTES**

Mr. Laflamme presented a copy of "Meeting Minutes 101" to the Trustees for their review. Discussion followed regarding the meeting minutes including the requirements, content and right-to know regulations. Ms. Goodwin advised the Trustees that the Town has offered to record the meetings and to process the minutes from the recording moving forward. The recordings would be for minute taking purposes only and once the minutes were approved, the recording would be deleted. Ms. Cizewski raised a concern about whether the discussion would be included. Ms. Goodwin stated that the minutes will still go through an approval process with the Trustees, which would allow the Trustees to add or remove.

The minutes of the April 8, 2021, meeting were reviewed. C. Overton made a MOTION, second by C. Cizewski, to approve the minutes of April 8, 2021, as amended. The motion CARRIED 3-0.

The minutes of the April 24, 2021, site work session were reviewed. R. Laflamme made a MOTION, second by C. Overton to approve the April 24, 2021, minutes as amended. The motion CARRIED 3-0.

**OLD BUSINESS**

*Treasury Report* – None presented

*Cemetery Cleaning and Maintenance* - Mr. Laflamme will contact the Highway Department to get the posts installed for the hours of operation signs. He will also request assistance to remove a pile of brush at the Sleeper 2 cemetery. The Trustees discussed future contact of the Highway Department. Ms. Goodwin suggested that the Trustees should have one point-person for contacting the Highway Department. Mr. Laflamme mentioned that they should also provide 1 to 1 1/2 weeks for notice for any work to be done.

Mr. Laflamme is working on re-painting the sign for the Keyser Cemetery and plans to fix one of the headstones. He reported that he spoke with Rachael and Bill, who live in the red house by the Cemetery. Bill's father used to do the maintenance for Keyser and the family has records that they will loan to the Trustees to copy and add to the Town records.

Mr. Laflamme scheduled another site workday for Saturday, May 22, 2021, starting at 11:00am.

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#### *Cemetery Cleaning and Maintenance continued*

Mr. Laflamme would like to purchase additional “Wet and Forget”, which is used to clean the moss off the headstones. R. Laflamme made a MOTION, second by C. Overton, to spend \$40 for the purchase. The motion CARRIED 3-0

*Cemetery Trustee Minutes and Records:* Ms. Goodwin confirmed that the Cemetery Trustees will be able to use a 2-drawer file cabinet that will be stored in Meeting Room B. Mr. Laflamme continues to collate the minutes for the past years so that they can be retained in this filing cabinet. Records go back to 2005, although there may be additional files with Mr. Auger’s widow or Mr. Keegan.

*Cemetery Records for Public Access:* Ms. Cizewski reports that she has purchased six (6) binders to hold the Cemetery records for public access at the library and possibly the Historical Society. She has offered these at no cost to the town and has spoken to both directors, who recognize the historical significance of Town records and the importance of retaining these documents so that the public has access. She feels that having documents in multiple locations will also be advantageous if the Town would need to recover records after some disaster, i.e., as part of a Disaster Recovery Plan.

As had been suggested at the last meeting, Ms. Cizewski went to the Town Library to have color copies made of the ‘Nearview Cemetery Survey Final Results’ report, an archeological report on the Town cemeteries. The Library Director stated that they could not print the report at no-charge. Ms. Cizewski contacted five (5) other print shops in the region and found the lowest price at a print shop in Concord. Ms. Cizewski asked if the Cemetery budget would cover the cost for two (2) copies. There was debate about whether there was a need for color copies and after much discussion, Mr. Laflamme recalled that he had two (2) colored copies that he could provide to Ms. Cizewski. He will drop them off at the Town Office for Ms. Cizewski to pick up. Ms. Goodwin reports that the Land Use Office has one colored copy of the Nearview report that the Town keeps on file.

#### **NEW BUSINESS**

*Right to Know Training:* Ms. Cizewski presented a handout to each Trustee of six (6) pages from the ‘Right to Know’ virtual training that she recently attended. The pages addressed how the ‘Right to Know’ law defines a “public meeting”, a “quorum”, and the requirements of a public meeting. The training was provided by lawyers at the New Hampshire Municipal Association (NHMA).

Per Ms. Cizewski’s report, the training specified that the New Hampshire ‘Right to Know’ law requires that, if a quorum is present, even site work or visits to some other place will require that the meeting be publicized and that minutes be written. When a quorum is present, it is a “meeting” as defined under the New Hampshire ‘Right to Know’ law. Since a quorum of Trustees plans to attend the site workday scheduled for May 22, Cade will add this meeting to the schedule of Cemetery Trustee meetings on the Town website.

**CEMETERY TRUSTEES**

**MINUTES**

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*Right to Know Training continued*

There was considerable discussion about what the lawyers had said regarding the 'Right to Know' law. Ms. Goodwin confirmed that the posting requirements are correct, and minutes can be just a general paragraph of what took place and the minutes of any meeting do not need to be verbatim.

Ms. Goodwin suggested that an option might be if each Trustee would assume responsibility for specific cemeteries, the trustees could avoid working at the same cemetery at the same time and not need to post a meeting. Mr. Laflamme was not in favor of this idea.

*Cemetery Training Cost:* Ms. Cizewski will be registering for the Cemetery Trustee training being offered this June by the NHMA. The cost is \$70, and Cheryl asked if the fee could be covered by the Cemetery Trustee budget. Mr. Laflamme stated that the budget did not include money for training. Ms. Goodwin will provide an updated number to the Chair on the balance remaining in the 2021 budget. Mr. Laflamme stated that he will email the information and a decision will be made. That email decision has been incorporated into the minutes as follows:

*The current budget balance is \$189.10 or \$140.10 after the 'Wet & Forget' is purchased. Taking out \$70 for the training would leave a balance of about \$70.10. Mr. Laflamme entered a Motion to Deny Ms. Cizewski's request to pay for the training. The motion was seconded by Mr. Overton. Voting in support of the motion, via email, was both Mr. Laflamme and Mr. Overton. Ms. Cizewski voted against the motion. The motion CARRIED 2-1. Ms. Cizewski was informed, if she wants to take the training next month, she will have to pay for the training.*

**NEXT MEETING:**

The next meeting is scheduled for August 19, 2021, at 10:30am.

With no other business before the Trustees, R. Laflamme made a MOTION, second by C. Overton to adjourn at 11:30am. The motion CARRIED 3-0.

Respectfully submitted,  
Cheryl Cizewski  
Cemetery Trustees