

Cemetery 12-11-2019 Minutes-APPROVED

Franconia Cemetery Trustees

Location: O'Connor Residence, 133 Church St, Franconia NH

Meeting called to order at 9:15 a.m. by Mary Brubaker

Attendees: Mary Brubaker, Robert "Chris" Collman and Jayne O'Connor

1. Minutes from 11-13-2019:

Motion by Mary to approve as written. Second by Chris. Approved unanimously by voice vote.

2. The Trustees reviewed the sealed minutes from 2018. Jayne made a motion to keep them sealed as opening them may negatively impact someone named within. Second by Chris. Approved unanimously by voice vote.

3. Review 2020 proposed budget

The Proposed budget was reviewed and updated after Jayne had a meeting with Town Administrator Holly Burbank. The Cemetery Budget reflects all money to be raised and spent, including through trust funds. Holly asked Jayne to provide a version of the budget for the Town Meeting that only shows money to be raised through taxation. Proposed Cemetery Budget is \$25,894 and proposed to be raised from taxation is \$18,894.

Chris will provide the Town the amounts to transfer from the Cemetery Maintenance Fund and also the Perpetual Care Fund to reimburse the Town for Cemetery expenditures this year.

Motion by Chris to approve the updated budget. Second by Jayne. Approved unanimously by voice vote.

4. Updates since last meeting:

- Driveway Permit was approved in October
  - Selectboard on 12/2 accepted \$10,000 gift from Barbara Holt and placed it in the Cemetery Maintenance Fund
  - Bearing Point Wealth Partners is now Three Bearings Fiduciary Advisors, Inc.
  - Elmwood Cemetery is closed, flags removed for winter, cones and signage placed
- Jayne is developing a list of closing procedures
- Chris compiled Civil War Veterans list
  - Chris updated Veteran's Flag list and also updated Find-A-Grave and Ancestry with the information. This is much appreciated work and the Trustees are pleased with Chris' work.
  - Holly offered to have the Cemetery vital records kept in the fireproof vault at the Town Office, since the Trustees discussed purchasing a fireproof file. This makes them slightly less accessible for the Trustees to work on them, but would save money.
  - Jayne needs to file for re-election for 2020 if she plans to run again
  - The Trustees are very pleased with employee Penny Keeler's work this year, and look forward to having her back next year.
  - Jayne reported on the high amount of dog poop in the cemetery and the Trustees lauded her clean-up efforts. She will make and post more signs, using a humorous approach, and hope to cause the offending dog owners to clean up after their dogs.

5. Perhaps list websites:

Our files on Cloud

Find a grave

Ancestry.com

6. Flag holders. Mary suggests Chris purchase one (1) flag holder for visual approval first.

7. To do:

Chris will ensure The 2019 PC amount is debited in year 2019: \$860

Mary will write draft 2019 cemetery report for Annual Town Report

Burial permit: Jayne will add this to the Burial sheet

Jayne & Mary will Update Lot Cards for end of year

Electric Cart: The Trustees will get together in the new year to determine options.

Chris will ask Gardener Kellogg for a price to update the official map

Chris will purchase one flag holder for approval

Jayne will move the Vital Records to the Town vault

Include in binder with today's APPROVED Minutes: Proposed Town 2020 Budget  
2019 Perpetual Care figures

Motion by Jayne to adjourn at 12:30 pm. Second by Chris. Approved unanimously by voice vote.

A future meeting date was not set.