

## CEMETERY TRUSTEES

### MINUTES

November 17, 2022

**APPROVED:** 3/9/23

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

**ABSENT:** None

**OTHER:** None

Mr. LaFlamme called the meeting to order at 1:00 pm with a quorum present.

#### **MINUTES:**

The Trustees reviewed the Minutes of May 12, 2022. Mr. Overton motioned to approve the minutes of May 12 as written. Ms. Cizewski seconded. The motion carried 3-0-0.

The minutes of August 4, 2022 were reviewed. Ms. Cizewski suggested that her title be changed from Mrs. to Ms. in all references and asked that the sentence referencing her having desktop publisher be changed from "has" to "had" desktop publisher. Mr. Overton asked for a change to a motion made by R. Overton stating it should be changed to motion made by R. Laflamme. Following editing, Mr. Overton moved to accept the minutes of August 4, 2022 as amended. Ms. Cizewski seconded. The motion carried 3-0-0.

#### **OLD BUSINESS:**

##### *SANBORN CEMETERY & HEATH CEMETERY CLEAN-UPS*

Mr. LaFlamme reported that the clean up was completed at Sanborn Cemetery. He stated that he created notes referencing who attended and the activities done for the files. He stated that they did Heath first and Susan Dineen joined the group at Sanborn and was ecstatic at the clean-up there. She indicated to him that she and family would like to be involved in future clean-up activities at Sanborn. He also shared that Joanne Bailey, the new Assessing/Land Use Manager was interested in participating in clean-up activities at Keezer. It was agreed that these neighbors of cemeteries will be a great addition to volunteers interested in clean-ups. Mr. LaFlamme stated he will email the notes out to the Trustees and added that these could become part of the meeting record.

##### *EMAIL/PHONE CONTACT UPDATE*

Mr. LaFlamme stated that he no longer has a land-line phone and has changed his email address. He shared both the cell phone and new email address with other Trustees.

##### *GRAVESTONE REPAIR AND RESTORATION*

Mr. LaFlamme updated the Trustees about making contact with John Lord to assist and train the Trustees and volunteers with perpetual care of gravestones. They met at the Bristol House of Pizza recently. He said they discussed holding a hands-on training workshop at one of the cemeteries. They then toured Keezer Cemetery and noted the condition of many of the stones there, some leaning, some tilted, some broken, and some fallen. Mr. LaFlamme stated it was a very informative tour and discussion. He stated that Mr. Lord has been doing gravestone restoration work for more than five (5) years and he would be happy to do a session with Bristol Trustees to help restore the stones at Keezer. Mr. LaFlamme stated that he would volunteer his time and Trustees would just need to cover materials needed. He asked Mr. Lord if he could provide him with an estimate or proposal so he could present it to the Trustees and Ms.

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Goodwin. He stated Mr. Lord was very pleased to know that the Bristol Trustees wished to repair stones and maintain these cemeteries.

There was additional discussion about how the workshop session would work, the time needed and whether it should be open for volunteers or others to attend. Mr. LaFlamme suggested that the first session might be best to have Trustees only to learn the process, then they could train volunteers. Ms. Cizewski asked if it could be videoed to share or help with educating interested volunteers. Because Mr. Cade was suggested to do this, Mr. LaFlamme felt it might hinder his learning the process of repair and restoration, so there was more discussion about possibly having another person present to video. Mr. Cade suggested use of a Tripod. Mr. Laflamme will check with Mr. Lord to see if he would be amenable to video.

More discussion followed about selecting a date for this session, talking with Ms. Goodwin about the budget and ordering materials. It was determined that Mr. LaFlamme will contact Mr. Lord to schedule a 4-hour workshop for June 15, 2023, with a rain date of June 22, 2023 and follow up with him about reimbursement for materials. Ms. Cizewski suggested in lieu of payment to Mr. Lord for his time, the Trustees could possibly donate to the Graveyard Association in his name.

#### **CEMETERY BROCHURE**

Mr. Laflamme stated that he was unable to do anything with this. He stated he moved it to a lower priority due to all other activities that had a higher priority. This was tabled to the February meeting.

#### **NEW BUSINESS:**

##### **REQUEST FOR BURIAL – SANBORN CEMETERY**

Mr. LaFlamme stated that the Town was contacted regarding a request for burial. The person, who was the son of the woman who wished to be buried at Sanborn Cemetery, asked for contact info for the Trustees and the office said they could not give that out. He stated that somehow the gentleman found out where he lived and showed up at his door. He told Mr. LaFlamme that his mother had just received the Boston Post Cane as a 100-year-old resident and her brother is buried at Sanborn and she would like to be buried there with him. Mr. LaFlamme explained that she will be cremated, and that there is a big rock with the name Worthen on it in the cemetery and this is where her brother is so she wanted her ashes buried there with him.

Ms. Cizewski asked how they could be sure that her brother was by the rock. There was discussion of a gravestone, but Mr. LaFlamme said there really is no documentation of older burial locations and only documentation for the years of 2005 and 2006. Ms. Cizewski stated that it would only be appropriate for permission to be given for burial in the Sanborn Cemetery not a specific spot like the rock. Mr. LaFlamme stated that radar search and other procedures would need to be employed should permission be granted. What is needed now is approval of her request to be buried there.

Mr. Overton motioned to allow Marilyn Worthen Passanisi to be buried in the Sanborn Cemetery. Ms. Cizewski seconded. The motion carried 3-0-0.

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#### BUDGET 2023

Mr. LaFlamme stated he met with Ms. Goodwin to go over current budget status and what would be proposed for the 2023 Budget. He shared that a weed wacker with attachments had been purchased and is currently stored at his home rather than at Town garage. It is to be marked property of Cemetery Trustees. This is gas powered and it was determined that Mr. Overton knew how to use it. This will be used for clearing and clean up at cemeteries in the future to cut back tree saplings, bushes and other overgrowth.

Mr. LaFlamme continued with a list of materials, supplies and other items including costs to cover anticipated gravestone restoration workshop, clean-ups, and maintenance expenses for 2023.

As a result of previous Trustee discussions concerning eradicating plants and weeds, He also updated the Trustees with a product list of chemicals gathered from a contact at the Graveyard Association. He stated that these could be purchased but these had to be used by a "licensed" person, so the Trustees or volunteers could not use these on their own. Ms. Cizewski was concerned about the labeling as "hazardous to humans and animals". She stated that she would prefer they continue to cut and pull plants rather than use these chemicals. There was more discussion about the overgrowth and types of plants at each of the cemeteries. It was confirmed that there were White Pine, Oak and Beech saplings as well as blueberry bushes that could be pulled or weed wacked. Ms. Cizewski suggested that they wait, keep the product list for a reference but not order any product.

#### RIGHT TO INTER HUMAN REMAINS PROCESS/FORMS - UPDATE

Mr. LaFlamme reported that due to recent inquiries about burial in the Town Cemeteries, Ms. Goodwin and the Town Attorney were working on legal process and forms that would be necessary. Ms. Goodwin has been keeping him informed and once finalized sending him information. There was some discussion of most recent inquiries and past burials.

#### BYLAWS REVISIONS

Mr. LaFlamme presented bylaw updates for consideration. He stated that he, Ms. Goodwin, and the Town Attorney were making these changes to clarify cemetery locations, and to define process information and forms for interment requests based on State RSA requirements. The Trustees discussed the Bylaw changes. Mr. LaFlamme stated he added landmark information to descriptions to help with locating the cemeteries. Ms. Cizewski suggested a change to number two (#2) under Purchase Procedure to read "shall be evidenced by Right to Inter form prepared by Cemetery Trustees". After further discussion of this, it was determined that the suggestion of adding the word "form" would be made. Mr. LaFlamme went on to present other Bylaw updates relating to pricing of lots, and breakdowns of costs to inter, types of burials, and for perpetual care proposed. Mr. Overton asked if the fee for perpetual care was a one-time fee. Mr. LaFlamme confirmed this and that these fees are deposited to the Cemeteries account. Mr. Overton motioned to approve the bylaws as amended. Ms. Cizewski seconded. The motion carried 3-0-0.

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#### BYLAWS REVISIONS - continued

Mr. Overton stated he could update the website with these once changes made. Mr. LaFlamme said these would need signatures prior so once changes made and ready they will be notified to come into the office to sign. Then these can be uploaded to the website.

#### 2023 CEMETERY CLEANING AND MEETING SCHEDULE

The Trustees discussed next year's cemetery cleaning plans and decided to table scheduling dates until after they know more about the training workshop session with Mr. Lord. This will be tabled to the February 2023 meeting.

Mr. LaFlamme presented the 2023 meeting schedule and stated that Conference Room B was confirmed for the time and dates listed below.

February 23, 2023 - 10:30 am

May 11, 2023 - 10:30 am

August 17, 2023 - 10:30 am

November 16, 2023 - 10:30 am

#### GRANT RESEARCH

Ms. Cizewski updated the Trustees about some grant research she had conducted. She stated that she checked into a New Hampshire Humanities Council Project Grant and the New Hampshire Land & Community Heritage Investment Program (LCHIP) – Heritage and Historic Grant programs. She stated that Bristol had never made any cemetery application for the LCHIP grants but other towns had received funding for buildings and gravestones restoration. She felt that it was conceivable to pursue these grants and seek out information about applications and requirements. She explained a usual requirement was community engagement and they already had this with the volunteers and with proposed workshop plans. Mr. LaFlamme stated there would be a need to determine if matching funds would be required as this would have to be budgeted.

There was some discussion of past efforts and research for getting historic designations for the cemeteries and some other programs. The volunteer program may be a good fit but more research would be needed. Ms. Cizewski was thinking that there could also be a cemetery watch program like adopt a cemetery. Other ideas were talked about such as creating a guide or maps to identify plots. Mr. LaFlamme will inquire about any "Adopt a Cemetery" programs in NH through the Graveyard Association. Ms. Cizewski will further research the LCHIP grants, and this can be discussed again at February meeting.

Mr. Overton will get together with Mr. LaFlamme to look at the new weed whacker.

**NEXT MEETING:** – February 23, 2023 – 10:30 am

#### **ADJOURNMENT:**

With no other business, Mr. Overton motioned to adjourn. Ms. Cizewski seconded. The motion carried 3-0-0. The meeting adjourned at 2:50 pm.