

Note: Draft minutes are subject to corrections, additions and deletions.

Minutes of the public session of the Hampton Cemetery Trustees meeting on Tuesday June 5, 2018

PRESENT: Mary Blackwell, Chairman
Susan Erwin, Trustee
Maryrae Preston, Trustee

ALSO PRESENT: Frederick Welch, Town Manager
Brian Chevalier, Sexton
James Hunt
Stacy Noyes

At 6:02 PM, the Cemetery Trustees convened a duly notice public session in the 2nd floor of the Hampton Town Office.

On a motion made by Trustee Preston to accept the public and sealed minutes from the April 11, 2018 meeting and the minutes from the public session on May 1, 2018, seconded by Chairman Blackwell, the Trustees voted unanimously in favor (3-0-0).

NEW BUSINESS

- 1) Sexton Chevalier will be meeting with the Town Manager and Deputy Town Manager to finalizing the budget.
- 2) Sexton Chevalier said the new road should be under construction in the next 10-14 days and there has already been activity to sell some of the new gravesites.
- 3) Sexton Chevalier said that maintenance at the cemetery is going well but there was an issue with a former gravesite sale that was sold back to the Town and then resold, but there was no deed on record and a disinterment would be needed. The Urn should be moved and the Sexton will be speaking with the families regarding the situation (Stone/Davies). The Attorney General will be notified and Probate Court will be involved to insure the proper procedures will be followed. There was also an issue with a gravesite sold to Mr. John Cann who purchased a gravesite as a gift for a family in need, but no deed was transferred to the family for whom he had purchased the gravesite for. An urn was discovered during road excavation and has been reinterred. Also, the Urn of the Donahue family was relocated to the new section of the cemetery and the Donahue family is happy with the new location. Sexton Chevalier explained that one reason why the Town buys back a gravesite, is that when people relocate to another state they like to take their loved ones Urns with them. The Town buys back the gravesite for the purchase price.
- 4) Discussion regarding walking gravesite by gravesite to verify the mapping and placement of all of the gravesites in the cemetery and updating the filing system. The new records are very detailed and will be filed with the Town but older records need to be updated in the computer system. It is suggested that when a plot of land in the cemetery is purchased, that the Trustees record that deed at the Rockingham Country Registry so it will be on file. Chairman Blackwell has been revising the current excel spreadsheet system, that system along with the old card system needs to be updated, and research will be done with the Hampton Historical Society to see what records can be shared in order to update and maintain the cemetery records.
- 5) Discussion regarding the cemetery regulations in that they needed to be updated to address gravesite restrictions regarding decoration and removal of decoration in appropriate times after holidays. Items such as plastic flowers, items that glow in in the dark, stone planters

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and statues makes it hard for the Cemetery staff to weed whack around the headstones that have these items. Once the Cemetery regulations are revised, reviewed, and accepted, that with each new gravesite sold in the cemetery, the purchaser would read the regulations and initial all pages and signing the last page to acknowledge acceptance of the regulations. The Trustees and the Sexton will review and revise proposed cemetery regulations for discussion at the next meeting.

- 6) Chairman Blackwell suggested that the Sexton Chevalier bring with him at each meeting the number of gravesites sold each month, number of burials, and the number of deeds written.
- 7) Chairman Blackwell proposed to make the Cemetery Trustee's meeting be held on the first Tuesday of each month with the exception of holidays and trustee/sexton conflict for attendance. First week of July, folks are on vacation with the holiday, so the meeting will be held on Tuesday July 10th, 6pm on the 2nd floor of the Hampton Town Office. Chairman Blackwell will be getting together a list of the dates for the year to be posted at the Town Office and on the Town's website.
- 8) Chairman Blackwell stated that the cemetery trustee's accounts are to be audited by the Town due to an account held by Ms. Ellie Whitney at TD Bank with the sum of \$1300+/- . Ms. Whitney would need to sign the proper paperwork needed for the monies to be moved to the Cemetery Trustee's account. The Town Manager would proceed with appropriate measures to see that this is taken care of in the event that Ms. Whitney was not available as she is moving. It was stated by Trustee Erwin that this procedure had been followed since the era of Roland Page. Action will be taken to move funds to the appropriate account.
- 9) Chairman Blackwell provided a copy of a new deed form for the sale of gravesites that was updated by Finance Director Kristi Pullman. Motion by Chairman Blackwell, and seconded by Trustee Erwin, the Trustees voted unanimously in favor (3-0-0) to approve the new form. (The revision in the deed was to put the date on the footer)
- 10) Chairman Blackwell suggested that all of the Trustees have a Town of Hampton email address and produced forms to be signed by the Trustees allowing this. Motion by Chairman Blackwell, seconded by Trustee Preston, the Trustees voted unanimously in favor (3-0-0) to approve having Town email address. Chairman Blackwell will provide this information to the Lane Library as well.
- 11) Town Manger Welch brought up the discussion of the Town securing ownership of the two neglected private cemeteries in Town. The purpose of this act is to protect these cemeteries for future generations. The cemeteries are the Batchelder Cemetery dating back to 1823 to 1900; having 12 gravesites. The other cemetery is the Elkins cemetery dating back to 1851-1893; having 12 gravesites. It was noted that each of these cemeteries are surrounded by lands proposed to be developed and now is the time to protect them prior to any development.

A motion was made by Chairman Blackwell for the Cemetery Trustees to approve the advertisements for publication for the Town to start the proceedings to secure ownership of these two cemeteries, seconded by Trustee Erwin, the Trustees voted unanimously in favor (3-0-0) to give the Town permission to do so. This would allow the Trustees to take custodianship of the cemeteries.

- 12) The Town approved at the last meeting pay raises for the cemetery employees. Labor rates of \$11.50/hour were increased to \$12.50/hour. Supervisor rates of \$13.00/hour were

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increased to \$17.00/hour. Equipment operator rates of \$11.50/hour were increased to \$15.50/hour. Trustees are very thank full for the wonderful job the Cemetery staff does to maintain Hampton's cemeteries.

- 13) Sexton Chevalier stated that he would be on site as of 6/11/18 with office hours from 7am-12 noon. Of course, he will be there other times but wanted folks to know that they could definitely contact him during those office hours.
- 14) Town Manager Welch was approached by the American Legion regarding the flag markers for the Veteran gravesites in the Hampton Cemetery's and they would like each veteran to have a flag holder. He will work with the Legion, as the exact number of Veterans markers will need to be defined, potential costs determined by style and who would be responsible for this cost.
- 15) Sexton Chevalier discussed the possibility of installing insulation and heat in the Cemetery garage and the work area, so both areas could be used all year long. Possibly a propane gas heater could be used, as the building is currently without heat and difficult to work in the winter under these circumstances. He will research the costs involved and this will be discussed at a future meeting.

OLD BUSINESS

- 1) The Trustees discussed once again with the Sexton about raising the cost for the purchase of a gravesite to be current with surrounding cemetery's as we are below many other Town's.

A motion by Trustee Preston, seconded by Chairman Blackwell to increase the cost of each gravesite to \$701.00, with a maximum purchase of four gravesites at \$2804, the Trustees voted unanimously in favor (3-0-0) to increase the costs to purchase the gravesites.

Permission was given to the Town to go thru the proper procedures to hold a public meeting to increase the cost to buy a gravesite, to be held on July 2, 2018.

On MOTION made by Trustee Erwin to adjourn, SECONDED by Trustee Preston, the Trustees voted unanimously in favor (3-0-0) to adjourn the meeting at approximately 7:78pm.

Respectfully submitted,

Mary Blackwell, Chairman
For the Trustees