

DRAFT

Minutes of public session of Hampton Cemetery Trustees Meeting on April 11, 2018

PRESENT: Susan Erwin, Chairman  
Mary Blackwell, Trustee  
Mary Rae Preston, Trustee  
Also present:  
Town Manager, Frederick Welch  
Town Attorney, Mark Gearreald

At 5:30 PM, the Cemetery Trustees convened a duly noticed public session in the second floor Town Manager's Conference Room in the town Office Building.

1. On Motion made by Trustee Preston, seconded by Chairman Erwin, the Trustees voted unanimously (3-0) after discussion to join the New Hampshire Cemetery Association and to pay the annual dues of \$20.00, and to authorize attendance at the April 4, 2018 conference of this group at a cost of \$30.00 each.
2. On Motion made by Trustee Harrington, seconded by Chairman Erwin, the Trustees voted unanimously (3-0), following review of the minutes of their public and sealed non-public sessions on January 9, 2018 and February 6, 2018, to approve the same to be posted or sealed, as per Trustee votes, by the Town Manager's Administrative Assistant.

At approximately 5:31 PM, on MOTION made by Maryrae Preston, SECONDED by Chairman Erwin, the Trustees voted 3-0 by roll call vote to go into a Non-Public Session under RSA 91-A:3, II (a), (c), and (e). [Personnel, reputation, and litigation]

[Minutes sealed]

At approximately 6:35 PM, on MOTION made by Chairman Erwin, SECONDED by Trustee Preston, the Trustees adjourned their non-public session and returned to their public session.

The public meeting at this juncture was also attended by Deputy Town Manager Jamie Sullivan and by Brian Chevalier.

Back in public session, on MOTION made by Chairman Erwin, SECONDED by Trustee Preston, the Trustees voted unanimously (3-0) by roll call vote to seal the Minutes of the non-

public session under N.H. RSA 91-A: 3, III on grounds that they could adversely affect the reputation of persons other than a member of the Trustees or jeopardize the effectiveness of the actions to be taken.

On MOTION made by Trustee Preston, SECONDED by Chairman Erwin, the Trustees voted UNANIMOUSLY (3-0) to adopt an immediate plan for new burials as outlined by Deputy Town Manager Sullivan to include the following:

1. Authorizing the layout of a new section for burials in the cemetery, including removal of trees;
2. Expenditure of between \$2,500 and \$3,000 for surveying of the new section;
3. Expenditure of approximately \$11,000 for laying out a gravel road to access the new section;
4. Having deeds to the new section prepared by the Finance Department;
5. Evaluating a price increase for the new burials;
6. Continuing for now with part-time personnel;
7. Evaluation of adoption of standard operating procedures and/or adoption of Town personnel policies..
8. Probing of grounds to determine utilization of burial sites.

On MOTION made by Chairman Erwin, SECONDED by Trustee Erwin, the Trustees voted unanimously (3-0) to approve the hiring of Brian Chevalier as a part-time employee at will to fulfill the duties of Sexton with hiring details to be worked out by the Deputy Town Manager.

On MOTION made by Chairman Erwin, SECONDED by Trustee Blackwell, the Trustees voted unanimously (3-0) to adjourn their meeting at approximately 6:50 PM,

Respectfully submitted,

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Susan Erwin, Chairman  
for the Trustees