TOWN of HANCOCK NH CEMETARY TRUSTEES MEETING
MINUTES

Wednesday, January 8, 2020 Hancock Town Office
Meeting called to order @ 10:04AM

Attendees: Rita Klug, Chair (term expires 2023)
Bob Fogg, Trustee (term expires 2022)
Roberta Nylander, Trustee (term expires 2021)
Tyler Howe, Sexton (hired December 2019)

Approve Minutes of December 4, 2019: Action: Motion by Trustee Fogg; 2nd by Chair Klug. Approved.

OLD BUSINESS

Topic: Chair Klug was approached by a town resident who requested that a parking space be plowed at the Hillside Cemetery gate so that visitors could more easily visit the cemetery in snowy weather.
Action: Chair Klug asked DPW Director/Sexton Howe if this could be done and received a quick reply with a one-car spot made available. This spot will be plowed again as necessary and feasible.

Topic: Sexton Howe updated Trustees on Robblee Tree Service work in Pine Ridge Cemetery 12/20/2019. Three diseased trees were successfully removed from the cemetery, via Route 137, on December 27, 2019. Hancock DPW provided the necessary road crew. Robblee advised Sexton Howe that two additional trees in Pine Ridge should be taken down. Sexton expressed concern about pine trees on NH State Route 137 intruding on Hillside cemetery.
Action: Sexton Howe submitted the 2019 invoice ($3200.00) from Robblee to the Town Administrator. Tree care at all cemeteries can be revisited on the Trustees “spring walk” with the Sexton, noting specifics and time frame for action.

Topic: Christmas wreaths on Hillside and Pine Ridge Cemetery gates. It was determined that G. Lohmiller decorated the iron gates at Hillside Cemetery with two beribboned Christmas wreaths as he has done in previous years in memory of his wife. Mr. and Mrs. D. Klug hung two wreaths at two gates of the Pine Ridge Cemetery. Norway Plain Cemetery was not easily accessed due to snow.
Action: Trustee Nylander sent a thank you note to Mr. Lohmiller on behalf of the Trustees.

Topic: Trustees continue plans to revise the Cemetery Rules and Regulations in preparation for printing. Any change in the regulations requires a public hearing.
**Action** Chair Klug will receive proposed revisions until January 24, 2020. Chair Klug will confer with Administrator Coyne regarding date, time and place of hearing in February 2020, and report to sexton and Trustees. Administrator Coyne will post.

**NEW BUSINESS**

**Topic**: Trustees provided new sexton, Tyler Howe, with a one-page *Interment Flow Chart* regarding details of burials in Hancock cemeteries from receipt of call for either “plot purchase” or “interment request” to actual burial, payment, and follow-up paperwork. The meeting addressed history of problems/issues regarding verifying lot/plot ownership, gravesite marking for interment, and receipt of payment and accurate recording in the Town Office Cemetery files. *Accuracy of clear and legible files has proven to be paramount to efficient, legal, and reliable cemetery management.*

**Action**: It was suggested that the payment (check made out to the Town of Hancock) is best delivered to the Town Clerk for deposit *prior to interment* rather than to the Sexton at the cemetery. This will be included in the revised *Rules and Regulations*. Trustees will remain available to sexton Howe regarding Cemetery management, especially through his first season, May through October 2020. Sexton Howe will attend Trustees’ meetings, with reports/updates, to promote good communications on proposed and current cemetery maintenance, and other relevant topics. Sexton Howe is invited to contribute to the meeting agendas and participate in problem solving discussion.

**Topic**: In light of the cemetery expenses exceeding the cemetery income, discussion was opened to proposals and solutions, including increasing maintenance fees in 2020. Copies of the current “Burial and Accessory Pricing” list were distributed.

**Action**: #1 Decision was deferred to the February 5, 2020 Trustees’ meeting to determine which rates to increase and by how much. Discussion to also include other options for increasing cemetery income. #2 Chair Klug to arrange a meeting with Jon Coyne and Hunt Dowse, Chair of the Trustees of the Trust Funds, to clearly lay out the complete process for the cemetery budget, including the deposits and withdrawals into and from the two Cemetery Trust Funds.

**Topic**: Chair Klug in process of preparing Trustees report to the Town Annual Report, and updating cemetery card files in the Town Office to ensure accurate, written records exist on 2019 burials. Consultation with Sexton, Town Clerk and Trustees may be required prior to January 17, 2020, due date for annual report.

The meeting was adjourned @11:00AM
The next scheduled meeting is **Wednesday, February 5th at 10AM** at the Town Office.

Minutes prepared by Chair Klug