TOWN of HANCOCK, NH CEMETERY TRUSTEES MEETING

Wednesday, March 4, 2020   Hancock Town Office
Meeting called to order at 10:00AM
Attendees:
   Rita Klug, Chair
   Bob Fogg, Trustee
   Roberta Nylander, Trustee (15 minutes late arrival excused)
   Tyler Howe, Sexton (from 10 to 11AM)

Topic: **Approve minutes** of February 5th
Action: Minutes approved by Trustees Fogg and Klug

Topic: **Forms to Update with Revisions**
   All forms to be printed on **Town Letterhead** stationery
   *Request to Inter*: Available on Town Website
      Add a box to check if a Veteran
      Full Name of Deceased
      DOB & DOD of deceased to be added
   *Right to Inter*: (Lot /Plot Sale): Template currently on Town Clerk’s computer
      Not available on Town Website
      Should always be on Town Letterhead if possible
Action: Trustees were informed. Chair Klug will update and present for approval at next scheduled meeting.

Topic: **Status of upcoming 2020 Burial Requests, and Lot Sales** (Sexton)

   #1 We are waiting on **Eleanor Falcon** (or daughter Thalia) to confirm acceptance of two Corcoran plots, designated, by a signed and dated letter, for Falcon & family use.

   #2 Two **Request to Inter** have been processed and payment received.
      **Patricia Yeaton Stearns**: NP May 30, 2020 at 11:00PM (daughter & PA, Bonnie Stearns)
      **Paul Cocoran**: NP June 6, 2020 at Noon (daughter, Anne Bowes making arrangements)

   #3 We are aware of two deceased residents, but have not yet received requests to inter:
      **Carol Higgins**, and **Bonnie LaPointe**.

Action: Sexton will research cards in preparation.
March 2020 Cemetery Trustees Meeting, continued

Topic: **Finances**

# 1 Decision on raising Burial Fees – (deferred from February Meeting)
# 2 2019 Cemetery Budget: In review r/t revenue discrepancy sales & fees
#3 Distribute DRAFT 2019 revenue report Done.
#4 Prepare voucher(s) for withdrawals from Trusts Funds to cover 2019 expenses

**Action:**

#1 Chair Klug urges that the issue of fees be addressed at the next scheduled meeting with specific attention to: #1 Current Hancock Cemetery Rules & Regulations, Care of Plots: 2. Maintenance Care, “The Town of Hancock cares for these plots for the **single charge required at the time of purchase.**” This statement appears to be in conflict with the Trustees current understanding that the maintenance fee is included in the burial fee.
#2 The fact that the cemetery revenue does not cover its costs emphasizes the need for additional funding. Should we increase maintenance at the time of Lot purchase?
#3 Additional fundraising ideas to consider: Grants (Moose Plate); Contributions; Events

#4 Chair Klug to update/finalize financial report and send voucher request to Hunt Dowse, Chair Trustees of the Trust Funds Done 3/6/20

**Topic:** **Cemetery ~ Walk** (3 hours/3 cemeteries)

Identify: **Repairs** to, monuments, ironwork, roads, stonewalls, fences

*In writing and with photos.* Procure cost estimates, prioritize, and implement.

Identify: **Landscaping** needs for pruning, cutting, painting; record & photograph

**Action:** Trustees & Sexton agreed to schedule the walk on **Wednesday, May 6, 2020.** We will begin at the Norway Plain Cemetery and proceed to the others time permitting. **We will assign tasks and specific time at the April meeting.**

**Topic:** **Cemetery Rules & Regulations**

**Revisions:**

In C. Definitions, Replace “deed holder”, with “**Owner**” as defined in the NH RSA 289: Definitions. VIII, **“Owner means any person or persons owning or possessing the privilege, license, or right of interment in any burial space, as determined under RSA290:24”**. **Approved.**

(The question was raised as to whether or not to include the RSA290:24 entire definition??)
(Could at least state, **It is desirable for the owner to designate a person to assume ownership of the cemetery lot or burial space following his demise, in a written and signed document**)

March 2020 Cemetery Trustees Meeting, continued

Cemetery Rules and Regulations, Revisions, continued

The term “burial” is to be replaced by “interment” in the document. **Approved.**

D. Burial (Interment) Plots:
   3. Agreed “his/hers” is OK.
   5. An owner of a plot or lot(s) in which no burial has been made may, in writing, forfeit his/her right of interment to the Town of Hancock **only.** If any monument, marker, or plantings have been installed, they must be removed and grounds restored, at the expense of the owner. The owner will then receive a refund for the amount originally paid for said Lot or plot(s), minus the one-time maintenance fee. **Approved.** (Notarized requirement??)

E. Care of Plots
   1. and 2. Need for further review and decision at April meeting.

F. Burials:
   5. All payments are to be paid in full to The Town of Hancock, and received by The Town Clerk prior to confirmation of the interment. **Approved.**
   5., 6. and 12. **Consult with Sexton Howe**
   13. Looks like a replicate of #5. Can it be deleted?

K. 4 Review with Sexton.
   Complete the review of the remaining document and approve changes at April meeting.

Meeting adjourned at 12:08PM
The next scheduled meeting is Wednesday, April 1, 2020 at 10:00AM at the Town Office.

Rita Klug, Chair, Trustees of the Cemetery