

FINAL

**BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
20 WEST PARK ST., 3RD FLOOR, ROOM 386
TUESDAY, FEBRUARY 11, 2020
5:00 PM**

MEMBERS PRESENT: Susan Painter (Chair), David Muzzy, Fran Hanchett, Caitlyn Hauke,

MEMBERS ABSENT: Antonio Palazzo

STAFF PRESENT: Pat McCarthy, Sexton

GUESTS: Sarah Riley, Ward 2, and Judith Bush, Ward 1

1. **CALL TO ORDER** – Chair Susan Painter called the meeting to order at 5:00 PM.

2. **APPROVAL OF MINUTES: January 14, 2020**

David Muzzy MOVED to approve the January 14, 2020 Minutes as presented.

Seconded by Fran Hanchett.

** The Vote on the MOTION passed (4-0).*

3. **ONGOING DISCUSSION ITEMS:**

A. Cemetery Project Updates

a) Sexton updates

Mr. McCarthy confirmed that graves appearing low in the winter would remain so until spring when top soil can be added and seeded.

b) Infant Grave areas

Chair Painter met Ms. Hanchett at the Glenwood Cemetery to look at the grave areas. There are three separate areas, and each would need its own monument to represent the area. Section #1 dates from the late 1800's to the early 1900's. Section #2 is just the 1930's and called Babyland. Section #3 is all 1960's and 70's. The members discussed possible locations for markers.

Chair Painter suggested tall pillars large enough to engrave information on the side. Mr. McCarthy noted that there is interest from the public regarding making donations.

Ms. Hanchett does have the names of 60 in the newest section and 30 in the middle years. The names and locations for the oldest graves are questionable. Mr. Muzzy stated that there are people interested in names in the Babyland corner. Chair Painter suggested the names could be listed on the one marker. Mr. Palazzo may have additional information.

Mr. McCarthy noted it would take 6-8 weeks for a granite company to create the markers. The cost would vary, but a number of people may want to make donations. It will be easier to see locations in the spring.

Chair Painter asked the members to share their ideas at the April meeting.

4. **NEW BUSINESS:**

A. Private Cemeteries on Private Property

Ms. Hanchett led the discussion, stating that the private cemeteries are documented with maps and photos. There is no marker as to where Mary Manchester's grave was relocated. That permit went to the State Highway Department in 1939. Poverty Lane is on the survey map, but it's not known if the others are. Ms. Hanchett questioned if they should be part of the City record.

Ms. Riley commented that today, if a grave is on one's own property, there is an easement required for a private cemetery. It appears on the deed so future family can find the grave. A right of way is added to the deed so the family has a right to visit the grave. Chair Painter cited Chapter 289, page 5, which relates to the right of way to a private burial ground. The family may apply in writing, notify the owner of the land, and obtain permission of the owner. They are issued a permit for a temporary right of way, which may be designated by the selectmen. There was a question as to why it would be considered temporary. Mr. McCarthy stated that if it is in the deed, it would be permanent. Abandoned graves would become the responsibility of the City. Chair Painter read page 5 aloud to the members and suggested talking with City Clerk Sandi Allard regarding deeds. There are a number of private graves around the City which may or may not be on a deed. There is also an issue of future maintenance.

Ms. Riley stated that only family members can be buried in a private cemetery, and the definition is available.

Chair Painter stated that Sandi Allard would be consulted to know the status of any private cemeteries recorded in deeds.

5. OTHER BUSINESS:

Chair Painter discussed an email to Paula Maville from last July regarding the 2020 budget. Ms. Hauke referenced the minutes of the July 9, 2019 meeting that stated the budget at \$55,000 for 2020. Chair Painter will discuss the budget with Jim Donison to get clarification as to what funds would be available in 2020.

The members briefly discussed signage for the cemeteries and agreed to revisit the topic when the weather would be more suitable.

Ms. Hauke informed the Board that she would be out of town the first week of March.

Chair Painter agreed to meet with Mr. McCarthy on Thursday morning, February 13th at 8:00 am at Lucky's.

The Board members were invited to attend the February 19th City Council meeting for a hearing on the proposed fund changes for cemetery maintenance and preservation to be voted on March 4, 2020.

6. ADJOURNMENT:

David Muzzy MOVED to adjourn the meeting.

Seconded by Susan Painter.

** The Vote on the MOTION passed (4-0).*

The meeting was adjourned at 6:00 PM.

Respectfully submitted,
Holly E. Howes, Recording Secretary