Cemetery Trustees Meeting Minutes

20 Sep 18

Attendees: Marie Grella, Lisa Eastland, Eric Hahn, Gordon Leedy, Dwight Brew (telephonically)

No citizens in attendance.

Lisa made the motion to accept the minutes from the August meeting. All in favor.

Lisa made the motion to pay the Meridian Test Survey bill of $600 from the Forestview Cemetery Expendable Trust. Marie 2nd. All in favor.

BUT: Dwight Brew reported he inquired about the process other organizations in town use to pay outside bills. What he found and recommended the Cemetery Trustees could do is this: Give the bill or request to pay to Eileen Demers, Finance Town Hall, who will pay the bill from the Town’s account. Eileen will then forward request for re-payment from the Trustees of the Trust Fund. This way we can insure our outside contractors or providers receive prompt payment. Marie and Lisa wholeheartedly support this new method of bill paying.

Eric Hahn said he will follow up on the signs ordered for the cemeteries reinforcing the “No Dogs Allowed” and “Don’t Feed the Wildlife”. Marie told Eric to remind Judd that Veteran’s markers and flag holders are in the shed at Meadowview. When a veteran is buried, those go out straight away.

Lisa moved to accept the Right to Inter of 82J-G. Marie 2nd. All in favor.

Gordon Leedy took the dimensions and information from Perry Day and developed a new Phase I and Phase II Forestview Cemetery Plan. He clarified that if we have 100,000 sq ft of disturbance then we will need a DES permit. If we use one acre or slightly more, we will only need to file paperwork with the DES. To avoid the segmentation rules of filing permits, we will need to wait 7-10 years before moving on to Phase II development. When we get to hiring an engineering and construction company, their engineer will layout the profile road and delineate the plots. The road on the suggested plan is an 18-foot, 2 lane road. Access ways to plots is currently 12 feet. Marie suggested we extend that out to make them a 14-16 foot byway. This will cause us to extend the current plan out further which will take moving dirt from the Merrimack Road side of the development to build up the lot. Eric reminded us to reserve some space for benches, etc. We need to keep trees out of the burying area. Gordon will look into expanding acreage, access roads, scatter gardens, etc.

Gordon also educated us on the results of the Meridian Test Pit Survey. There was no evidence of ground water so our plan to have tiered burial types based on flood water levels is still a valid one.

We discussed our Strategic Plan for FY20. The question we have to answer is “How are we meeting the future needs of the town?” Lisa will take last year’s Strategic Plan and update it.

When we begin the final design of Forestview, the Cemetery Trustees will host “Work Sessions” which the public can attend. We will seek out community members who have experience in the type of development.

FY20 Budget discussions moved to a special meeting on Wednesday, 9 Oct at 1:00 p.m.

Our regularly meeting will happen on Thursday 18 Oct at 1:00 pm. Our budget submission to the BOS will occur on Monday, 22 Oct 18.

To do:

Lisa: Update Strategic Plan

Eric: Find signs. Remind Judd about Veteran’s markers.

Gordon: Adjust plan for wider access roads

Pat: Post meeting dates.

Send $600 Meridian bill to Eileen for payment.

Marie: Have Eileen send us all info we will need to devise our budget. Last year’s expenditures, along with the two previous years so we have some longitudinal data to project spending.