

# Hopkinton Cemetery Trustees

Meeting Minutes (Draft until formally approved)

9-15-2016

Present; Don Lane Chair, Judy Hampe TT, Bob Gerseny TT at the Town Hall.

Mr. Lane convened the meeting at 8:31AM.

## **Prep for Cemetery Walk**

Bob Gerseny reported on his meetings with landscapers and had received proposals from two; Green Horizons and Scenic Views for stump removal, road work, tree pruning and fence repair. The Trustees were not convinced that this work was needed for the Cemetery Walk scheduled for October 15<sup>th</sup>. There was discussion about replacing the fence entirely with granite posts left from the Stumpfield relocation. Gerseny was charged with speaking with Ken Soucy about the road work and Norm Miner about the fence repairs.

## **Theresa Pearson**

Theresa Pearson joined the meeting and spoke about the plans in the memorial gardens. There were arborvitae that had been severely damaged in Old Hopkinton, one had been removed in Contoocook and she proposed placing boulders along the front of Blackwater to protect the newly planted shrubs from traffic damaged which had occurred last winter. Theresa mentioned that she had proposals for the New Hopkinton entry area and the Putney Hill entry area. She reported that it was not within her scope of duties to water the plants at the memorial garden as Susan Lawless had been do that. Theresa opined that the repairs to the fence at Blackwater Cemetery were not necessary as the shrubs would soon mask them. The Trustees approved payment of Theresa two outstanding invoices but concluded that they would ask Theresa to stop working on the gardens for the rest of this year. Gerseny to contact Theresa.

## **Linda White**

Linda White joined us and indicated that she would like to work on the maintenance of the Ford gravesites. The Trustees thanked her for giving us notice and congratulated her on her good will. Ms. White volunteered to assist the Trustees with data base management if necessary.

## **Vendor Contracts**

Mrs. Hampe asked that we prepare formal contracts for our vendors and that we detail the scope of duties therein. There was discussion around bidding out the cemetery maintenance by cemetery or by function. Gerseny volunteered to draft documents for the next meeting. Mr. Lane indicated that we really only had three vendors; mowing, gardening and monument repair, and that it might not be a worthwhile exercise for such a modest number of vendors.

## **Budgeting**

Deb Gallant joined the meeting and the budget process, historic budgets and trust fund issues were discussed. Deb agreed to notify the Cemetery Trustees when the next meeting of the Trustees of Trust Funds would occur so that the Cemetery Trustees might attend and become more acquainted with the funding decisions.

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## Land Acquisition

The Trustees discussed land acquisition and concluded that it might be prudent to pursue the Holmes property between Stumpfield Cemetery and Old Tooky Road. The Trustees concluded that it would also be nice if we could acquire the property going on the market behind New Hopkinton but that the entire tract was not useful. Contoocook would be the first priority.

## New Cemetery Booklet

Mr. Lane reported that Robin Buchanan now had the draft of the Booklet and that she would be formatting and preparing it for printing.

## Digging Privileges

The Trustees discussed the request from Glen Glanville to personally dig the grave for his mother, Ruth Mailhot's cremains. The Trustees concluded he could but there was substantial discussion about the mischief that could occur if this became a frequent practice. Bob Gerseny agreed to meet with Mr. Glanville and discuss same. In this particular case the family had two plots and had already buried and marked the location of five sets of cremains. This final burial would be made in the logical spot that was marked by Gerseny while he met with Mr. Granville. Mr. Granville provided the Occupant Information to Gerseny. Glanville is a co-owner in a telecommunications firm.

## Christine Hamm Files

Mr. Gerseny reported that he had spoken to Christine Hamm and that it was her recollection that the files she left had no outstanding action required. She suggested and Gerseny agreed to add the file information on the appropriate cards in the catalogue.

## Pontem Software

Mr. Gerseny updated the Trustees regarding Pontem. We are waiting for the IT people to connect the Trustees PC to the Town network possibly happening on Monday 9-19-16.

## Eagle Scout Project

Gerseny reported that Daniel Tucker, a prospective Eagle Scout who had inquired about continuing the mapping project that Alden Mitchell had done in the Old Hopkinton Cemetery had not been in touch for two weeks. Gerseny concluded that Daniel was pursuing an alternative project.

## Nancy Minor

Nancy Minor requested that we delete her cell phone number from our contact list.

The next meeting of the Trustees was tentatively scheduled for October 13th at 8:30 AM at the Town Hall. The Trustees agreed to visit Old Hopkinton Section GN and verify the map and plan after the October meeting.

The meeting was adjourned at 12:05AM

Respectfully Submitted



Robert P. Gerseny, TT