

Hopkinton Cemetery Trustees

Nullus Vivere Relinquit

Agenda

September 20, 2018

At the Hopkinton Town Hall at 8:30 AM

Call to order: The meeting was called to order by Chairperson Clark at 8:39am. In attendance were Trustees Clark, Hampe and Kimball

Approval of the Minutes: The minutes of August 16, 2018 were approved as revised.

Review of Financials: Trustee Clark reported on her conversation with Town Treasurer Bonnie Cressy on the use and disbursement of trust funds

Sexton's Report Annotated:

GENERAL

1. Mrs. Hornor has purchased a memorial plot in the Old Hopkinton Memorial garden. Hopefully the trustees have input as to the specifics of ordering the engraved marker. **Sexton Tristaino will research where the flat markers are purchased.**
2. Water shutoff will commence next week. A rough drawing showing the location of water shut-off valves for New and Old Hopkinton cemeteries was discovered.
New Hopkinton Cemetery shutoff valve has been located.
Old Hopkinton valve has not been located using the drawing as a guide.
For these two systems JCR from Henniker was contacted and has offered to help labor free, as they have vast knowledge and experience with the Hopkinton water system.
Shut off valves for Contoocook and Stumpfield Cemeteries, have been located. Co-ordination with the Highway department for use of their compressor is underway and some fittings will need to be purchased for interfacing the compressor to the water spicket risers in order to blow the lines down. **Sexton Tristaino inform Dick Schoch & Son Plumbing of Contoocook that we will not be needed their services to turn on and off the water at town cemeteries.**
3. The dead Maple tree in Old Hopkinton Cemetery is in the scheduling process with Yankee Tree. The cost is \$900 and was previously approved by the Trustees. **Jeff Dearborn of Yankee Tree Service has informed Sexton Tristaino that an additional \$300 is needed to hire a tree climber to remove branches. Trustees approved the additional expense.**
4. The dead maple tree in Contoocook Cemetery next to the maintenance shed will be removed by me in early November.
5. Mrs. Subler is insistent about doing the full plot decoration in Old Hopkinton Cemetery. **The trustees plan to invite Mrs. Subler to a face-to-face meeting as the plot decoration exceeds that allowed by cemetery rules and regulations. Trustee Kimball will contact ex-Trustee Gerseny to see if he had drafted a letter to Mrs. Subler. Trustee Clark will research whether Mrs. Subler holds a deed or right to bury for her plot.**
6. Nancy Braeman purchase of a plot in Old Hopkinton Section GN. **Trustee Hampe will confirm the location of the plot with Ms. Braeman.**

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7. Old Hopkinton vehicle damaged tablets have been repaired and relocated.
8. Old Hopkinton Stumps have been removed and area restored.
9. **Sexton Tristaino discovered a large bag of asbestos in the Contoocook Village Cemetery shed. He will contact town employees about hazardous waste removal.**

Budget Items (the proposed maintenance projects were prioritized during discussion of new business)

The Sexton wishes to have his hours increased from 20 to 25 hours per week from March 1 thru November when the Cemeteries close. The average should cover all times of the year to satisfy public inquiry for information and scheduling.

Position administrative responsibilities vary from day to day, however as primary contact for the Cemeteries have become increasingly time demanding.

In anticipation of cleanup effort similar to last spring additional time is needed. The cleanup effort was targeted to be completed by Memorial Day and was not quite finished by then. It's probably better to get started by March 1(weather permitting). Also the budget items below will require additional hours. **Trustees approved and will add to next year's budget.**

Old Hopkinton Cemetery access Rd thru the front gate needs to have both wheel ruts filled in now that the stumps have been successfully removed and areas reseeded. **This project was approved earlier, but was put on hold until after stump removal. The bid was \$2,650 from Pinnacle Landscaping Service with an additional \$,1000 (approximately) for nit pack gravel. The project will be scheduled for Spring of 2019, before Memorial Day.**

Fence in front of Contoocook Cemetery has had 6 rotted sections fail during this season and were replaced by new ones. It was found that almost all of the sections need to be replaced. To purchase quantity 25- 4x4 x8 feet pressure treated, stain and cement to secure metal holding posts, the estimated cost today is about \$400. **Will be carried out by Sexton Tristaino this fall.**

Fence in front of Blackwater Cemetery has numerous rotted boards. To replace 46 boards of 3 different sizes, and paint and materials is approximately \$600. **Will be carried out by Sexton Tristaino in summer 2019.**

Contoocook Cemetery Maintenance shed bottom siding boards are rotted and should be replaced at a cost of \$200. **Will be carried out by Sexton Tristaino this fall.**

Contoocook Village Cemetery white fence (on the approach left side) has previously been started to be replaced. Additional materials are needed to complete the replacement. Estimated cost is \$400. for boards and paint materials. **Will be carried out by Sexton Tristaino in spring 2019.**

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Monument Repairs in all cemeteries should have a five-year approach. Several months ago we estimated the number of fallen monuments that have broken and are in need of repair. Approximately 30 monuments in the five cemeteries, having minor to severe damage, are laying where they fell. My limited experience does not allow me to give an estimate of the repair cost. However, basing the cost on the repairs to the vehicle-damaged monuments this year, makes me think the cost could be as little as \$15000 to \$20000. Therefore, I believe and propose that \$3500. be approved for monument repairs in 2019. **The Trustees will propose spending up to \$5,000 per year on gravestone repair, half the expense from the trust fund, the other half from the town cemetery budget. Trustee Clark asked that attention be paid to broken stones in Putney Hill cemetery before hundreds of visitors attend the Hopkinton Historical Society's cemetery walk scheduled for October 2019.**

Old Hopkinton Cemetery Ornate fences are in need of refurbishing. Although they have not been counted, I proposed that if time allows, ornate family fences be refurbished in place by sandblasting, priming, and painting. Materials and tools required is a town compressor, rented portable blasting unit, grit, safety equipment and primer/paint. On a yearly basis the cost to do so is approximate less than \$500 for each fence until all have been refurbished. **The Trustees suggested that repairs be undertaken on two fences per year and have asked Sexton Tristaino to report back with the total number of fences in the cemetery. Trustee Kimball would be willing to ask families for a donation toward the work (if there are descendants). Trustee Clark will inquire about how other cemeteries handle ornate, metal lot fences.**

Report of Trustee Activity:

Trustees had asked Robert Perry of Topographix LLC for a proposal to create a map of Old Hopkinton Cemetery using ground penetrating radar and robotic mapping. The proposed \$6,225 will be included in the coming year's budget.

Trustee Clark answered an email enquiry from Lorraine Ellis of Find-a-Grave, about keeping our cemetery information current. I agreed to share information from our spreadsheets periodically.

Trustee Clark emailed Richard Malloon of the New Hampshire Old Graveyard Association about their free, hands-on gravestone repair workshop. She will report back after contact is made.

Bobbi Windhurst contacted Trustee Clark about unused plots purchased by her father and other relatives. Clark left a phone message for Mrs. Windhurst after researching ownership and inheritance as spelled out in state RSAs.

Unfinished Business:

American Legion flag holder project: Sexton Tristaino will contact the Legion to let them know we have flags, to determine how long the flags should be up and how broken or soiled flags should be disposed of. We are unable to provide sturdier holders as they are purchased by families.

Preparation of back lot at Old Hopkinton: We have five wooded acres beyond currently used sections, but are unsure whether blasting work needs to be done and are concerned that tree removal trucks may

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adversely impact cemetery roads and Lilac Lane. Trustee Clark will check the map showing the results of the prior GPR survey to see if that area was surveyed as a first step to aid our long-range planning,

Long Term Planning/Goals: There is no formal plan for where to place burials in the Memorial Gardens. Trustees will conduct a walk through of the Gardens next month to discuss possible layouts.

New Business:

Memberships in the NH Cemetery Association and the NH Old Graveyard Association were budgeted. Trustee Clark will send dues to these organizations and will try to attend the October meeting of the NHCA.

NH Municipal Association Annual Conference is Nov. 14 & 15, with a special track for trustees on Nov. 15. Trustee Clark will plan to attend.

Maintenance projects were prioritized (results reported above).

2019 Budget: Trustees worked on the 2019 budget worksheet with assistance from Finance Director Deb Gallant. We will meet again with Deb before the budget is due in October.

Next Meeting October 18, 2018, 8:30am, Town Hall

Adjournment: The meeting was adjourned at 11:40am.