

**APPROVED
TOWN OF PELHAM
CEMETERY TRUSTEES–MEETING MINUTES
APRIL 8, 2024**

CALL TO ORDER – Dave P. called the meeting to order at approximately 5:58 pm

PRESENT: Dave P., Richard J., Lance O.

ABSENT: None

VOTING OF OFFICERS

MOTION: (Dave/Lance) To appoint Richard as Chair.

VOTE: (3-0-0) The motion carried

MOTION: (Richard/Lance) To appoint Dave as Vice Chair.

VOTE: (3-0-0) The motion carried

MOTION: (Dave/Richard) To appoint Lance as Secretary.

VOTE: (3-0-0) The motion carried

MOTION: To move agenda item 4 to item 2.

VOTE: (3-0-0) The motion carried

MOTION: Budget will be monthly meetings, expenses CC statements month prior.

VOTE: (3-0-0) The motion carried

NON-PUBLIC

The Trustees stated monthly invoices need approval from 2 members and will be reviewed at the monthly meetings.

The Trustees discussed the time clock. They discussed purchasing one for the next meeting. Lance will be investigating the cost.

MOTION: To go into non-public session.

VOTE: (3-0-0) The motion carried

Lance read the 91-A:3 regulation.

MOTION: To allow Sean to sit it on the non-public session.

VOTE: (2-0-1) The motion failed. (Lance abstained)

INTERVIEWS

Cathy Penette – Ms. Penette was the first interview with the Trustees. The Board members asked general questions on qualifications and needs.

Kathy Resmini – Ms. Resmini was the second interview with the Trustees. The Board members asked general questions and Richand explained the job description and requirements.

Paul Harvey – Mr. Harvey was the third interview with the Trustees. Richand discussed the job description and duties, and the Board members asked questions about Mr. Harvey's qualifications.

Tim Walker – Mr. Walker was the fourth interview with the Trustees. The Chair discussed the job description and duties. Board members asked questions about qualifications and start time.

Lance spoke about Ms. Resmini.

MOTION: (Lance/Dave) To accept Ms. Resmini's application.

VOTE: (3-0-0) The motion carried

Ms. Resmini's application was accepted, pending HR review.

The Board discussed the 90 day review process for all applicants.

Richand made a recommendation for Paul Harvey.

MOTION: (Richand/Dave) To accept Mr. Harvey's application.

VOTE: (3-0-0) The motion carried

The Board stated Mr. Harvey's start date is April 15, 2024.

MOTION: (Lance/Dave) To accept Timothy Walkup's application.

VOTE: (3-0-0) The motion carried

The Board stated this was pending HR review, and to be cautious with jewelry and piercings.

MOTION: To not seal minutes.

VOTE: (3-0-0) The motion carried

MOTION: (Lance/Dave) To go into public meeting.

VOTE: (3-0-0) The motion carried

PUBLIC

Sean is back in the session.

The Board discussed alternate members. Richard recommended Lance make a motion for 2 alternates for 1-year terms.

MOTION: (Lance/Dave) To appoint 2 alternate members for 1-year terms.

VOTE: (3-0-0) The motion carried

The Board proposed the next meeting be held on April 22, 2024, at 6 pm.

MOTION: (Lance/Dave) To have the next meeting be held on April 22, 2024, at 6 pm.

VOTE: (3-0-0) The motion carried

MOTION: (Lance/Dave) To make meetings the second Wednesday of the month at 6 pm, and audio record all meetings.

VOTE: (3-0-0) The motion carried

The Board discussed the columbarium. Richard recommended residing site chosen by the previous Board.

MOTION: (Lance/Dave) To retract site location chosen by the previous Board based on new site information, parking and budget issues.

VOTE: (3-0-0) The motion carried

FOREMAN'S REPORT

The building was hit and damaged.

MOTION: To repair the roof damage for a cost of \$850.00.

VOTE: (3-0-0) The motion carried.

MOTION: (Lance/Dave) To allow Bobbie Joe Trainer to use a non-hazardous solution to clean headstones with signed liability waiver.

VOTE: (3-0-0) The motion carried

The Board discussed calling Annex or Laurents to see who is best suited for mechanical work.

The Board discussed using the Town's insurance to pay for the fence repair.

The Board discussed seeking out Town Council to advise on Attwood Cemetery land and gate issue. Lance suggested to not allow any changes to the gate or allow abutters to access this area as the Board is seeking input from Town Council.

The Board spoke about spending and budget. Lance spoke about gift cards and turkey dinners/ Richand and Dave stated they had no knowledge of a vote or Board approval to make such purchases. Sean stated they received \$100.000 gift cards or Dunkin' Donuts gift cards. Sean also said he always received a turkey and fixings for the Holidays. All Board members agreed no gifts over \$20.00 only with full Board approval.

MOTION: (Richand/Dave) To adjourn the meeting.

VOTE: (3-0-0) The motion carried

The meeting was adjourned at approximately 9:12 pm.

