

Cemetery Department
June 13, 2023 Meeting Minutes

Approved Meeting Minutes

Called to Order: 9:00AM

Pledge of Allegiance

Attendance: Lisa Wood called the roll

Present: Tim Zelonis, Lisa Wood, Donna M. Smith, Richard Jensen, Lance Ouellette, Sean Cunningham.

Absent: Dave Provencal

Richard Jensen made a motion to the Board to allow Sean Cunningham to vote in place of Dave Provencal's absence. However, during this motion Richard Jensen mistakenly said Sean instead of Lance Ouellette. Lisa told the Board that this would not be needed and would be unnecessary because the Board had a quorum of four members present.

Motion:

Donna M. Smith / Tim Zelonis made a motion to approve of the May 9, 2023 meeting minutes.

All Were in Favor 4-0

Motion:

Donna M. Smith / Tim Zelonis made a motion to approve of the Feb. 19, 2023, 2023 meeting minutes. This was a Columbarium meeting.

All Were in Favor 4-0

Motion:

Donna M. Smith / Richard Jensen made a motion to approve of the April 18, 2023, meeting minutes. This was a Columbarium meeting.

All Were in Favor 4-0

Figures: The Board received a documentation with the May 2023 figures they are listed as followed.

May 2023 Figures:

| | | | |
|------------|---------------|--------------------|--------------|
| Lots Sold: | Full Burials: | Cremation Burials: | Lot Markers: |
| 0= \$0 | 1= \$600.00 | 2= \$1,200.00 | 1= \$150.00 |

YTD Figures:

| | | | |
|---------------|---------------|--------------------|--------------|
| Lots Sold: | Full Burials: | Cremation Burials: | Lot Markers: |
| 9= \$4,950.00 | 9= \$5,900.00 | 5= \$2,2550.00 | 4= \$600.00 |

• **Chairman Report:**

Cemetery Board secretary Richard Jensen gave Chair Lisa Wood a letter on May 25, 2023, stating that he would like to step down as secretary from the Board. However, he did state that it is not his intent to resign from the Board. At this meeting Richard was asked of the reason of him stepping down for the secretary position being that originally, he requested the secretary position, he replied that he did not want any responsibilities pertaining to the 91-A policies. Lisa Wood informed the Board that she would have to investigate the proper proceedings with the State of NH if the Board could have to have a "re-election" of Board members in the middle of a year and the proper way to fill the seat for a secretary replacement.

Motion:

Tim Zelonis / Donna M. Smith made a motion to accept Richard Jensen's letter to step down as secretary on the Cemetery Board of Trustees.

4-0 All in Favor

• **Appointment Joanne Soucy:**

Present for the appointment was Joanne Soucy and Russell Soucy.

Ms. Soucy scheduled an appointment with the Cemetery Board of Trustees pertaining to questions that she had from prior meetings. The questions are as followed:

MEETING MINUTES FILE NAMES:

J/S Question: The file names for the following meeting minutes appear to be incorrect.

- june_14_2923_meeting_minutes.pdf should be 2022 not 2923
- november_8_2023_meeting_minutes.pdf should be 2022 not 2023
- october_18_2023_meeting_minutes.pdf should be 2022 not 2023

Answer: These typos have all been corrected.

BY-LAW UPDATES:

J/S Question: The October 2021 meeting minutes was the first to indicate updates to the Bi-Laws. Since then, said update was mentioned in the May 2022, June 2022, July 2022, September 2022, October 2022, and November 2022

meeting minutes. It seems that because only 3 people were present at the November 2022 meeting, the topic was pushed out to December 2022. The December 2022 meeting minutes has no mention of Bi-Laws from what I could see, and there is no mention in the 2023 meeting minutes to date. The Bi-Laws on the Cemetery Trustees' website were last updated in 2011.

Why was this subject matter dropped and no update done?

Answer: Prior Board Chairman Ed Gleason edited a draft of updated Bi-Laws; However, they were never processed for the Boards approval. Tim Zelonis explained to Ms. Soucy that we do not have any issues with our current Bi-Laws that the Cemetery abides by. The Bi-Laws are posted on our website for the public to view.

COLUMBARIA UPDATES

J/S Question: The first mention of this subject I read in the May 2021 meeting minutes. I've seen the project mentioned in several other meeting minutes over the past two years, but little progress has been made in this time frame. What is the reason this has taken two years to get off the ground? I also saw mention of a special meeting for this project on 2/19/23 @ 9AM, but I didn't see any special meeting minutes on the web site. Do these meeting minutes exist?

Answer: The Board explained to Ms. Soucy that the columbarium project is a major project and very detailed and there is a lot to consider in the development for it. Things to consider are the location, obtaining prices from companies for the columbarium units, shipping costs, installation of the units, land development, tree cutting, hardscaping, contractors etc. Also, a major factor is the financial aspect for this project. It was also explained to Ms. Soucy that we as a Board are working for the benefit for the community. This project is still in the works and the Board of Trustees have been working diligently on this.

BUILDING REPAIR

J/S Question: The January 2021 meeting minutes indicate the Highway Department caused structural damage to the corner of the maintenance building in December of 2020. I've seen mention of this building repair in many subsequent meeting minutes with no resolution. If I'm reading these minutes correctly, it seems as of April of 2023, this repair is still not done. Is this correct? If so, why is it taking 2.5 years so far to get the repair done?

Answer: The office building was hit by a Highway Department truck during a snowstorm. The prior Sexton was working on this task and is no longer with

the department. Foreman Sean Cunningham has taken over these duties and is working on this. Sean has contacted Morton Building on the repairing of this damaged area. A representative from Morton Building has come out to assess the damage on two occasions. Morton will have to obtain the items for this repair. Also, this is an insurance process for the coverage of the damages and payment for this.

CEMETERY RATES

J/S Question: The September 14, 2021, meeting minutes indicates a rate change and says (see back page). There was nothing attached as a back page to these meeting minutes to indicate what these new rates are. The October 12, 2021, meeting minutes indicate the rates were revised again, but nothing was attached for me to see what those changes were. Shouldn't this information be part of the meeting minutes?

Answer: There was a typo on our price list and the current price list with the correction is listed on our website with our rates for public viewing.

OUTSIDE CONTRACTORS

J/S Question: What are the criteria's for approving outsourced work? I believe I read that a minimum of three quotes are required from outside contractors. Are these sealed quotes? I'm asking because in some instances I found meeting minutes approving outside contractors, but less than three quotes were mentioned, or no quotes were mentioned. Is there a dollar value that determines when quotes are required?

Answer: Typically, for jobs needing to be completed by outside contractors for the Cemetery Department are usually under \$5,000.00. The Town Policy is that every purchase of five thousand dollars or less shall be handled by the Town on as competitive a basis as is deemed reasonable and prudent. These quotes do not have to be posted in meeting minutes.

SHOP RECORD KEEPING

J/S Question: The February 2022 meeting minutes made reference to this subject but no background information. What was the preface for this statement "Sean expressed to the Board that his shop files in the shop are for his own referencing"?

Answer: Foreman Sean Cunningham has his own record keeping of burials and monument installations for his own personal reference. It helps him should he

have to go back and look something up if a customer asks a question or a Funeral Director or Monument Company calls him.

SPRING/FALL PLANTINGS

J/S Question: In February 2022 the meeting minutes indicated that three quotes were requested from Boyden's, Toupin, and Lightning Landscape for spring plantings. The March 2022 meeting minutes indicated the board decided to keep the work in-house instead of outsourcing. But didn't supply the cost of outsourcing vs. in-house cost. I later saw in a future meeting minutes that the in-house cost was \$4,152.60, but never saw how that compared to outsourcing the project. Is that information available?

Answer: It is the Town Policy is that every purchase of five thousand dollars or less shall be handled by the Town on as competitive a basis as is deemed reasonable and prudent. These quotes do not have to be posted in meeting minutes. The Board of Trustees decided that it would be more cost efficient to do the plantings inhouse by our groundskeepers.

LIABILITY RELEASE FORM

J/S Question: The March 2022 meeting minutes stated "Ed presented to the Board that he would like to improvise a limited release form for old sites. The board has agreed that they did not want to proceed with this option." There was no preface to this statement so I'm not sure what this was about. Can you explain?

Answer: This topic was pertaining to "Old / Vacant" Lots. At that time, we were looking into the process of how to "take back" vacant lots. It was explained to Ms. Soucy that it is a major task. You would have to locate the original lot owner (if they are still present), send them a certified letter asking if they would want to sell back their lot if they had no intent to use the lot. Then if you could not find the original owner of the lot an ad would have to be posted in a newspaper looking for the original owner etc. At that time the Board agreed not to proceed with this.

ATTENDANCE

J/S Question: In the March 2023 meeting minutes, there was a section about attendance where two motions were made about adopting the Town's Policies and Procedures on meeting attendance and the Town's Policies and Procedures on Code of Conduct for Board of Trustees regarding meeting attendance. Both motions were carried with a four to zero vote, however, on April 11, 2023, it seems there was another vote made and those motions were reconsidered. Did I read this

correctly? If so, the Board will not follow the Town's policies regarding meeting attendance. If that's the case, which policies is the Board required to follow?

Answer: We had two Board members that were unable to attend prior meetings, this posed concern of the importance on attendance.

The Cemetery Department does follow Town's Policies and Procedures however we are an independent entity and the Cemetery (along with Library) follow different RSA's with the State of New Hampshire.

J/S Question: In the June 14, 2022 meeting minutes, there's a section that stated "*Donna expressed dissatisfaction with the way things have been with Board members E. Gleason and T. Zelonis. She stated that the Board consists of five members and that things should change.*" There was no preface to this statement so I'm not sure what this was about. Can you explain?

Answer: The Cemetery Board of Trustees is a Board with five members, and all five members make decisions.

J/S and R/S Question: The board's meeting minutes of June 14, 2022, is incorrect as it relates to the resignation of Russell Soucy. Russell's resignation had nothing to do with N. Boutwell.

Answer: Lisa Wood explained to Ms. Soucy that Ed Gleason was the Chairman at the time of Russell Soucy's resignation. And at the meeting Prior Chairman Ed Gleason informed the Board that his resignation was due to reasons pertaining with past Board Chairman Nate Boutwell. Lisa told Ms. Soucy that she could only go by what she was told by the past Chairman and that was the information that she was give. Lisa informed Ms. Soucy that if a topic is divulgence or it would affect a person's reputation names and complete letter of resignations do not get posted in meeting minutes. Ms. Soucy exclaimed dissatisfaction with this answer, in return Chairwoman Lisa Wood recommended that Ms. Soucy speak to Town Administrator Joe Roark with her concerns. She in return stated that she would follow up with Joe on this matter.

J/S Question: The July 12, 2022, meeting minutes stated "The Board of Trustees had an internal board discussion. The Board agreed to move forward and work together." What does this cryptic statement mean?

Answer: Donna M. Smith explained to Ms. Soucy that she wanted the Board to all try to work together.

After the questions were asked and the Board accommodated the Soucy's, Mrs. and Mrs. Soucy departed the meeting.

Foreman Report:

Employment:

- Foreman Sean Cunningham informed the Board that part time Cemetery Caretaker gave Sean a written letter of resignation on June 2, 2023.

Motion:

Tim Zelonis / Donna M. Smith made a motion to accept Chris Witkowski's letter of resignation.
All were in favor 4-0

- Sean directed the Board that we have had a job posting for a part time Cemetery Caretaker the deadline for this posting was June 12, 2023. Sean received one application. This application was from a former employee, that left on good terms. Lisa instructed the Board that shall a prior employee get re-hired the individual would have to go through the rehiring process as a new hire and obtain a new criminal background check.

Motion:

Tim Zelonis / Donna M. Smith made a motion to move forward and have Sean interview the applicant.
All were in favor 4-0

Budget:

Sean stated to the Board that back in the July 12, 2022, meeting minutes discussions were made on adding a full time Cemetery Caretaker in the future. These statements were also made on the future for the Cemetery in the Capital Improvement Plan (CIP). Lisa spoke to the Board referencing this and this would have to be something that would need to be budgeted for and it is something that could just happen in the middle of the year. This employment could be a possibility in the future. Shall the Cemetery hire for a full-time groundkeeper this position would have to be a union position with benefits. Sean did go into detail with the union process and the pay scale steps for the Boards understanding. A union pay scale of a step 1 would have a salary of \$50,940.00 (with add on's). Step 5 union pay scale would start at \$56,090.00 (with add on's). These figures change on a yearly basis.

Memorial Bench:

Sean informed the Board that a Pelham resident has a bench in her yard that she would like to donate to the Gibson Cemetery to possibly be placed near a memorial

tree that was planted in memory of Gail Cunningham. The Board stated that they would like to see photos of the bench before granting approval.

Columbarium Purchasing:

The Cemetery Board has obtained three prices from companies within the United States for Columbarium Units. They are as followed.

- **Premier Columbarium, Centralia Washington.** For one large columbarium unit that would hold 96 niches and four rectangular units holding 48 units per unit, along with shipping from Washington State & too include installation.

Grand Total: \$51,740.00.

- **Hudson Monument, Hudson New Hampshire.** Quoted for one large columbarium unit that would hold 72 niches and four rectangular units holding 48 units per unit, and 112 black panels for the niches would be sold separately totaling: \$139,020.00 plus \$5,900.00 installation fee.

Grand Total: \$144,920.00

- **Hardy Doric, Chelmsford Mass.** The Cemetery obtained a price quote from Hardy Doric his prices are as followed. 96 Niche round unit \$46,185.00, 4 rectangular units with 64 niches total in each unit priced at \$34,100.00 per unit. **All would total at: \$182,585.00**

Motion:

Tim Zelonis / Donna Smith made a motion to move forward with the purchasing of the five columbarium units from Premier Columbaria, Centralia Washington. One large unit with 96 niches and four rectangular units with 48 niches per unit. Glacier Gray with black doors. In the amount of **\$51,740.00.**

All were in favor 4-0

Motion:

Donna M. Smith / Richard Jensen to leave public session and to go into non-public session at 11:04AM.

All were in favor 4-0

Lisa Wood called the roll:

Present: Tim Zelonis, Lisa Wood, Donna M. Smith, Richard Jensen, Lance Ouellette, Sean Cunningham.

NON - PUBLIC SESSION

Motion:

Donna M. Smith / Tim Zelonis to leave non- public session and to go back into public session at 11:38 AM. **All were in favor 4-0**

Lisa Wood called the roll:

Present: Tim Zelonis, Lisa Wood, Donna M. Smith, Richard Jensen, Sean Cunningham.

- Board Alternate Lance Ouellette departed the meeting during non-public session.

Motion:

Donna M. Smith / Richard Jensen made a motion to seal the non-public meeting minutes. **All were in favor 4-0**

Wreaths Across America:

Richard Jensen informed the Board that h currently has three - four volunteers working on identifying Veteran graves within Gibson Cemetery. He also told the Board that he has been in contact with the Pelham American Legion and The Pelham Senior Center obtaining information and handing out flyers on wreath sponsorship. Individual wreath sponsorships are \$17.00 or family wreaths for 4 wreaths are \$68.00. Persons of interest can purchase a wreath(s) in Memory of a Veteran, or they can be randomly placed on Veteran lots.

Motion:

Richard Jensen / Donna M. Smith made a motion to adjourn the meeting at 11:43 AM. **All were in favor 4-0**

Respectfully Submitted,

Lisa Wood

Recording Secretary