

Cemetery Department
May 9, 2023 Meeting Minutes

Unapproved Meeting Minutes

Called to Order: 9:04AM

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

Motion:

Richard Jensen / Donna M. Smith made a motion for Lance Ouellette to fill in as voting member due to the absents of Dave Provencal. Lance Ouellette will be authorized to vote.

All Were in Favor 4-0

Motion:

Richard Jensen / Tim Zelonis made a motion to approve of the April 11, 2023 meeting minutes.

All Were in Favor 5-0

Figures: Lisa Wood presented the Board with the Cemetery Department figures for the month of April and year to date amounts.

April 2023 Figures:

Lots Sold:	Full Burials:	Cremation Burials:	Lot Markers:
8= \$4,400.00	2= \$1,200.00	1= \$350.00	1= \$150.00

YTD Figures:

Lots Sold:	Full Burials:	Cremation Burials:	Lot Markers:
9= \$4,950.00	8= \$5,300.00	3= \$1,050.00	3= \$450.00

Columbarium Project:

The Board had lengthy discussions of the proceeding for the ordering of the Columbarium units. Lisa Wood explained to the Board the unit prices and the number of niches per unit. The wait timeframe for the construction of the units could take up to 6 months to receive. Prior to this meeting, Dave Provencal gave Lisa packets from Premier Columbarium Company out of Washington State. These units presented consisted of one large round unit holding 96 niches and 4 rectangular units, each rectangular unit holding 48 niches. This would be for a total

of 5 units = 288 niches. The Board agreed that it would be more financially feasible in consideration of the shipping fees to order all units at one time instead of ordering all units separately.

Motion:

Tim Zelonis / Lance Ouellette made a motion to proceed with the ordering of the 5 Columbarium Units from Premier Columbarium Company.

All Were in Favor 5-0

Capital Improvement Plan Funding:

On May 8, 2023, Lisa Wood and Sean Cunningham attended a meeting at Town Hall for Capital Improvement Funding. This meeting was to inform all Department heads of the funding from the Capital Improvement Plan. Should we apply for this funding the deadline for this is May 12, 2023. The Cemetery Department will apply for funding to be directed for the Columbarium Project. Lisa will complete this application and supply all the information needed.

Memorial Day:

Memorial Day Parade is expected to arrive at Gibson Cemetery at approximately 10:30AM on May 30, 2023. Followed by a wreath ceremony, with Color Guard, Rifle Squad Salute & Bugler. Flags are to be flown at $\frac{1}{2}$ mast at Midnight May 29, and only raised after noontime May 30, 2023. The groundskeeping crew have been working on the preparations for this day.

Town Email and Text Policy:

The Board of Trustees were all given a copy of the Town's email and Texting Policy. Lisa notified the Board that she could no longer be able to email any Board Member by the usage of their personal emails. They will all need to have access to their Town's email. Brian Demers is available to set up all Board Members for this. Lisa also informed the Board of the importance of group texts. She gave an example of: Should there be three Board members in a group text and if they were too all agree to a topic, this could be considered as a quorum. All Board members should refrain from group texts to conduct business matters. All Board Members were given a written form to sign to comply with this policy. All Board members were asked to sign and return this form to Lisa Wood.

Wreaths Across America:

Richard Jensen notified the Board at this meeting that the current Liaison Lance Ouellette contacted him inquiring if he would be interested in taking over the

Liaison duties for this project. Richard unofficially told Lance that he would be interested in this. This project would need to be completed with the assistance of approximately 75% of volunteers. Fund raising will need to be researched. Richard had concerns of a location to storing of the wreaths once they are delivered. Lisa expressed that they could possibly be stored in the Hearse House in Center Cemetery. This will be revisited.

Motion:

Lance Ouellette / Tim Zelonis made a motion to nominate Richard Jensen to be the new Liaison for Wreaths Across America. **All Were in Favor 5-0**

Cemetery Mailing Address:

It is official that the mailing address for Gibson Cemetery / Pelham Cemetery Department shall now be 45 Marsh Road, Pelham NH. Lisa went to Pelham Post Office for this address change and was told she would have to go to Hudson NH Post Office to complete this process. She will follow-up on this.

Foreman Report:

Mulch:

Sean asked the Board what their preference was for the color of the bark mulch so he could proceed in getting the in preparations for Memorial Day in Gibson Cemetery. The Board all agreed to go with the Hemlock Mulch. Lance informed Sean that he could get the mulch for the Cemetery. Sean and Lance will have further discussions about this.

Motion:

Richard Jensen / Tim Zelonis made a motion to go with the application of the hemlock mulch in Gibson Cemetery. **All Were in Favor. 5-0**

Fertilizer:

Sean has priced out Weed & Feed fertilizer and will purchase it if the Board agrees to this. Sean stated that he did do a weed & feed application in the fall and questioned if it was in fact necessary to reapply this spring. Lance recommended that the application gets put down again. Lance stated that is recommended to apply twice a year, fall and spring. Spring is important because of germination.

Flags:

All flags will be flown in the Avenue of Flags for Memorial Day.

Flowers for Gibson Cemetery:

Sean will pick up all spring flowers for Gibson Cemetery at Beaver Valley Farm on Thursday May 18, 2023. Planting of the flowers will take place on Friday May 19 by Donna M. Smith.

Speed Bumps:

Speed bumps will be put in after the Memorial Day preparations are completed.

Irrigation:

Gagnon Irrigation of Pelham NH repaired the sprinkler heads in Veterans Circle. Gagnon completed this voluntarily in honor of the Veterans. Lisa sent them a letter of thanks and appreciation. Sean will need to get a new control box for the irrigation system. Lance Ouellette stated that he could donate a control box and could assist in this. Sean and Lance will follow-up on the fixing of the control box.

Edging:

Lightning Landscaping offered their services to assist in the edging of the flower beds in Gibson Cemetery along Marsh Road. This service was completed voluntarily. Lisa sent Lightning Landscaping a letter of thanks and appreciation.

Corner Lot in Gibson Cemetery:

A man voiced his concerns of his corner lot being driven over by cars taking the turn too closely and driving on the grass of his corner lot. This said person has come to the Cemetery Office as well as spoken to our Cemetery Foreman with this concern. The complainant asked if he could put a post or stake in this place. Discussions were made about how to rectify this situation. Because of the location of burial lots abutting the roadway, the Board agreed that they could not put any additional paving or an apron because it would affect burials.

Motion:

Tim Zelonis / Richard Jensen made a motion that Sean communicate with the person that had the complaint and instruct that no obstructions shall be permitted on the corner lot.

All Were in Favor 5-0

Gumpas Cemetery Tree Cutting:

The tree cutting / trimming of encroaching trees at Gumpus Cemetery has been completed by A-Handy Company.

Motion: Tim Zelonis / Lance Ouellette made a motion for the meeting to adjourn at 10:30. **All Were in Favor 5-0**

Respectfully Submitted,

**Lisa Wood
Recording Secretary**