

Minutes
30 June 2015
Cemetery Board of Trustees
Town of Wilton NH

The meeting was called to order at 7:00 p.m. with 3 trustees: John Jowders (Chair) Steve Elliot, Mary Ann Shea. Also attending were Stanley Young (Wilton Heritage Commission), Doreece Miller (Wilton Town Hall) and Shan Clark (volunteer working on cemetery records), with Kermit Williams (Wilton selectman) and Dan Donovan (trustee of the trust funds) arriving shortly before 7:30. Gail Fox, Eugene Fox, and Wayne Fox were in attendance shortly after 8:00 p.m.

Minutes of the previous meeting (26 May 2015) were reviewed. Motion to accept the minutes as written was made by Steve Elliot, seconded by Mary Ann Shea. All in favor.

REQUEST:

The meeting began with a request from Stanley Young of the Wilton Heritage Commission seeking permission to place historic markers at South Yard Cemetery and Laurel Hill Cemetery. Copies of the planned text for said markers was distributed to the Board. Steve Elliot moved to grant permission for the markers to be placed with wording as presented; Mary Ann Shea seconded. All in favor.

OLD BUSINESS:

Poly vaults: Steve Elliott has not heard from Carl Michaud regarding obtaining a poly vault for inspection and evaluation.

Steve has touched base with Carl Michaud regarding the unclaimed cremains at the funeral home. The Board of Selectmen wanted to be sure any burials at Laurel Hill were for individuals who were from the town or were otherwise entitled to be buried here. Carl has not gotten back to us with any further information regarding the names or town residency of the individuals in question, though he did tell Steve that he does have some records pertaining to them. The Selectmen are inclined to allow for burial of the remains of Wilton residents.

Both of the above issues will be tabled as we wait to hear from Carl.

Grub treatment has been completed for all cemeteries except South Yard. Cost - ~\$1000. To treat all 3 cemeteries annually would be about \$2500/year.

OPEN DISCUSSION-(Record Keeping):

Doreece Miller of the Wilton Town Hall went over procedures (with updates) for keeping the paperwork straight—what the town needs, what we need to do, and how everything ties together. Shan Clark provided support regarding the town cemetery database and the lot records.

Doreece gave Steve a spreadsheet to fill out as he does the burials. He can keep the sheet until it is full, then give it to Doreece and get a new sheet. This spreadsheet has one line per burial, and Steve fills in as much information as he can. For each burial, he will also need to make a copy of the associated Cemetery Lot Information Sheet (from the “bible”), replacing the original sheet in the binder. The copy

goes with him to the burial, and the burial location in the lot is marked on the sheet, with any pertinent information also noted. This sheet should be returned to Doreece; she should also receive the Burial Transit sheet and the check for the burial. Doreece will add all the information to the HMIS database on the computer.

When a lot is sold, we must prepare the Right to Inter form; the lot must be prepaid if purchased pre-need. For lots purchased at time of need the payment must be received within 60 days. All checks are made out to "Trustee of the Trust Funds". At the time a lot is sold, a Cemetery Lot Information sheet should be filled out and placed in the associated binder (these are large blue binders often referred to as cemetery "bibles"). This is the same sheet to be copied and marked when a burial is done. At this point, the lot on the master map for the designated cemetery should be marked with the purchaser's name.

The purchaser receives the original, completed Right to Inter form, a copy of the check made out to "Trustee of the Trust Funds", a copy of a section of the associated cemetery map with enough information to locate the lot(s) (it's a good idea to highlight the actual lot(s) on the map), and a copy of the cemetery rules and regulations.

There was a short discussion regarding what happens when someone dies, but the lot number is unknown. Is there a way to cross-reference the cemetery "bible" to find a name associated with a lot? This is part of what the HMIS database is for, and Shan and Doreece are working to get things up to date. Doreece is filling in new burials (so we are pretty good for recent stuff) and Shan is going back in time to fill in the blanks. The cemetery trustees would like to meet with Shan and/or Doreece to get a tutorial on the HMIS database and learn to use it. A mutually convenient time will be found to get together.

Shan Clark asked Steve about labeling a new row at Vale End Cemetery as 'L', consistent with the current labeling. Steve agreed that would be fine. Shan also asked if there was anything specific the board would like her to do, and if the board would still like her to field queries from the public regarding the cemeteries. The board unanimously agreed that she should continue her efforts with the records and database, as well as researching questions from the public. It's a huge help!

Shan also brought up a question about the Gibbons lot in Mt. Calvary; are there any spaces left? One of the relations is certain there is space there. Mary Ann will check with Martha (secretary at Sacred Heart Greenville) to see if she knows of any paperwork in the Parish regarding Mt. Calvary burials.

Brief discussion of ownership transfer of the right to inter.

Thanks to Shan and Doreece for all of their help.

TRUST FUNDS:

Selectman Kermit Williams and Daniel Donovan (a Trustee of the Trust Funds) attended the meeting at the board's request to give guidance and direction as to how to proceed regarding expenditures of those funds designated for Perpetual Care. A very lengthy (and very informative) discussion followed, as we learned a bit about the (600 or more) individual perpetual care accounts, what the applicable rules and regulations are regarding the use of those accounts, whether our current Right to Inter includes perpetual care (right now, it does, but should we change that?), the difference between a deed, right to inter, and easement as regards cemetery lots, how to transfer the right to choose who is buried in a given lot, and where do we go from here? Here are the highlights:

The annual interest from each perpetual care account is to be used ONLY for the care of that specific lot. This means that we need to calculate the amount spent on the maintenance required per grave in each of the cemeteries (not including common areas or unsold graves), and use that amount to assign the cost for each lot (most of the lots contain 2 or more graves.) We have a list of all the accounts, and Mary Ann will work on getting lot numbers and the number of graves in each lot. Steve will come up with the maintenance cost for the lots in each cemetery. At some point, we need to figure out how many graves are in each cemetery...not too hard for Laurel Hill, but not too easy for Vale End and South Yard.

Briefly discussed making changes to our Right to Inter form to delete 'perpetual care' (perhaps replace with 'common care?'), and to allow for assignment of Right to Inter to a beneficiary on the form. Mary Ann will look at forms and procedures from other local area towns, and Mr. Donovan will see if he has a copy of the form used in Concord. According to Mr. Williams and Mr. Donovan, if perpetual care is no longer included in the Right to Inter, funds could then go to the town general revenues instead of the Trustees of the Trust Funds.

In August, Betsy Castro will come and speak with us a bit more about the Trust Funds.

Many thanks to Mr. Donavan and Mr. Williams for taking the time to discuss this with the board.

PUBLIC INPUT:

Fox Family:

Gail Fox, Wayne Fox, and Eugene Fox came to the Board with 2 questions regarding a cemetery lot in Laurel Hill (Denny Section, Lot 94-Right to Inter purchased by their father Alden Fox).

First, they wanted to know if the refund check (for grave lots sold back to the town) had been properly made out to Alden Fox. A copy of the check was found with the Right to Inter records, and a copy was provided to them.

Second, they are fairly certain that remains within the above mentioned lot had been moved illegally to another section of the lot, along with the marker for said remains. The Right to Inter clearly states where the remains were to be buried, but they are no longer in that grave. Copies of the Right to Inter for that Lot were provided to the family. They requested that the Board approach the police with the information—they provided a certified letter from the daughter of the person whose remains are said to have been moved giving specifics including information from someone else who was there when the remains were moved. John will take the information and a copy of the letter to Brent Hautanen (Wilton Chief of Police).

Disinterment Request:

An email from Abby (Bart) Fraser was forwarded to us by Doreece Miller. Ms. Fraser is requesting that the remains of her son (buried in 2006 in Mount Calvary) be disinterred and cremated so she can move him closer to where she is.

After a brief discussion, it was clear that she should contact a local funeral home for this process. Mary Ann will email her and give her contact information for local funeral directors.

OTHER BUSINESS:

Jared Bean was hired to help with cemetery and other town maintenance.

Short discussion about the (2008?) riding mower that will soon need some major repairs. Should it be repaired (new engine-\$2400), or is it time to replace it (~\$13,000)? It will probably make it through this year, but we should look at the budget next year and see what might be the best decision.

The long weekend could put the mowing of the cemeteries (and other town land) a little behind, particularly if the crews are shorthanded.

Meeting adjourned at 9:27 p.m. by unanimous consent.