



TOWN OF CHESTERFIELD, NH  
CEMETERY COMMISSION

Monthly Meeting - 11 June 2025 - 6:30 P.M.  
Chesterfield Historical Society  
518A Route 63, Chesterfield, NH

## MINUTES

### **Roll Call / Attendance**

Present: Karen Denzler, Bruce Potter, Jeff Titus and Margaret Winn (Commissioners), James Whittier (Sexton).

Absent: Ed Cheever (Commissioner), Gary Winn (Selectboard Representative).

Visitors: David Mann, Russell Mundell

### **Call to Order**

Margaret Winn called the meeting to order at 6:30 P.M.

### **Approval of Minutes**

Margaret Winn made a motion to approve minutes of the last meeting, held on May 14, 2025 at the Chesterfield Historical Society (Friedsam building). Bruce Potter seconded the motion. Vote was unanimous in the affirmative to approve the minutes. Margaret Winn made a motion to approve minutes of the special meeting, held on May 28, 2025 at the Chesterfield Historical Society (Friedsam building). Bruce Potter seconded the motion. Vote was unanimous in the affirmative to approve the minutes.

### **Correspondence / Communications / News Updates / Public Visitors**

David Mann arrived at the beginning of the meeting. He spoke about his survey plan work in the Friedsam Cemetery to date and suggested ways to continue developing a comprehensive plan for future expansion and use of the cemetery grounds within the stone wall boundaries which surround it. Possible steps include a lidar / topo survey, mapping gps coordinates, establishing defined areas for additional lots and for future green burials. There was general consensus that development of a comprehensive plan should continue, allowing for creation of a phased approach to future development. At the conclusion of discussion, David left the meeting.

### **Sexton's Report**

Budget Review - Expense report for week ending 06/07/2025 was reviewed and discussed. It was noted that the overall budget stands at 78% remaining.

Cemetery Damage / Repairs / Upkeep - James Whittier reported that the solar pump is installed and working.

Monument Repairs / Placements - James Whittier reported on ongoing efforts to repair a number of toppled and leaning stones in several locations as noted previously. Constant rain has hampered this work, with mowing taking precedence.

Personnel / Time Off - James Whittier reported that he has employed one part-time employee, with another under consideration. There was discussion regarding use of part-time hours funded in the budget. No time off noted.

Upcoming Burials - Burials completed include the following: two cremation burials and one full burial at the Chesterfield West Cemetery, one upcoming cremation burial at Spofford Village Cemetery in July, and another two cremation burials currently unscheduled.

Other - At the conclusion of his report, James Whittier reported to the commission his decision to step down from the Sexton position for personal reasons. James recommended that he and Russ Mundell be allowed to switch positions, and indicated he had discussed this with Russ. After a brief discussion, James left the meeting. At this point, Margaret Winn contacted Russ Mundell by phone to see if he could attend the meeting. A short time after, he arrived and joined the meeting. During discussion that followed, Russ confirmed that he was agreeable to switching positions with James, taking on the role of sexton. Russ provided the commission with his assessment of how to move forward. Russ then left the meeting.

### **Old Business**

Friedsam Cemetery Damage: The individual involved was contacted and has disavowed responsibility for any damage. Commission is considering next steps.

### **New Business**

Review of Friedsam Cemetery boundary lines: This topic was covered during the David Mann discussion noted above.

Chesterfield Happenings: Possible topics for inclusion in the digital newsletter will be explored.

Right to Inter Purchase Application: Margaret Winn distributed a sample form. Discussion ensued, with general agreement that this is a concept worthy of consideration. Bruce Potter offered to search for additional samples of similar forms for discussion and consideration.

### **Other (Items as needed)**

Report of Lots Sold/Purchased: None reported.

Master Planning/Future Cemetery Expansion: Not discussed.

### **Next Meeting**

Wednesday, July 9, 2025.

### **Adjournment**

Bruce Potter made a motion to adjourn the meeting. Jeff Titus seconded the motion. Vote was unanimous in the affirmative to adjourn the meeting at 8:33 P.M.

Respectfully Submitted,

Jeffrey W. Titus  
Commissioner (Secretary)

### **Document Status**

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