



TOWN OF CHESTERFIELD, NH  
CEMETERY COMMISSION

Monthly Meeting - 09 July 2025 - 6:30 P.M.  
Chesterfield Historical Society  
518A Route 63, Chesterfield, NH

**M I N U T E S**

**Roll Call / Attendance**

Present: Ed Cheever, Bruce Potter and Jeff Titus (Commissioners), Russell Mundell (Sexton).  
Absent: Karen Denzler and Margaret Winn (Commissioners), Gary Winn (Selectboard Representative).  
Visitors: None.

**Call to Order**

Bruce Potter, serving as chairperson, called the meeting to order at 6:25 P.M.

**Approval of Minutes**

Bruce Potter made a motion to approve minutes of the last meeting, held on June 11, 2025 at the Chesterfield Historical Society (Friedsam building). Jeff Titus seconded the motion. Vote was unanimous in the affirmative to approve the minutes.

**Correspondence / Communications / News Updates / Public Comment**

Bruce Potter reviewed notes provided by Margaret Winn relative to updates on a variety of topics.

**Sexton's Report**

Budget Review - Expense report for week ending 07/05/2025 was reviewed and discussed. It was noted that the overall budget stands at 69% remaining.

Cemetery Damage / Repairs / Upkeep - Russ Mundell reported that he found damage to the stone wall at New Boston Cemetery in two locations, along with a toppled large grave stone. It is uncertain if vandalism played any part, but this needs checking.

Monument Repairs / Placements - Russ Mundell also noted that a granite memorial on the west side of lot 125 in the main section at Chesterfield West Cemetery has slid off its base.

Personnel / Time Off - Russ Mundell reported on the current status of staffing of the work crew.

Discussion followed, including review of notes provided by Margaret Winn relative to budget lines for personnel. The commissioners concluded that it would be appropriate to hire an additional part-time crew member as recommended and continue to look for potential new hires.

Upcoming Burials - Burials scheduled include the following: one cremation burial at the Chesterfield West Cemetery on Saturday, July 12, 2025, with one possible cremation burial at Spofford Village Cemetery, and another in Friedsam Cemetery (both currently unscheduled).

**Old Business**

Friedsam Cemetery Damage (incident date: May 3, 2025): No further information noted.

Right to Inter Purchase Application: Bruce Potter reported that he has located a sample document from an area town, and will attempt to find more.

**New Business**

None.

**Other (Items as needed)**

Report of Lots Sold/Purchased: Per notes provided by Margaret Winn, it was reported that she has sold one (1) cremation lot and two (2) full lots in Friedsam Cemetery.

Master Planning/Future Cemetery Expansion: Not discussed.

**Next Meeting**

Wednesday, August 13, 2025.

**Adjournment**

Ed Cheever made a motion to adjourn the meeting. Bruce Potter seconded the motion. Vote was unanimous in the affirmative to adjourn the meeting at 7:30 P.M.

Respectfully Submitted,

Jeffrey W. Titus  
Commissioner (Secretary)

**Document Status**

Draft: 10-Jul-2025 JWT  
Approved: 10-Sep-2025 CCC