



TOWN OF CHESTERFIELD, NH
CEMETERY COMMISSION

Monthly Meeting - 10 September 2025 - 6:30 P.M.
Chesterfield Historical Society
518A Route 63, Chesterfield, NH

MINUTES

Roll Call / Attendance

Present: Ed Cheever, Karen Denzler, Bruce Potter, Jeff Titus and Margaret Winn (Commissioners), Russell Mundell (Sexton) and Gary Winn (Selectboard Representative).

Absent: None.

Visitors: None.

Call to Order

Margaret Winn called the meeting to order at 6:29 P.M.

Approval of Minutes

Bruce Potter made a motion to approve minutes of the July meeting, held on July 9, 2025 at the Chesterfield Historical Society (Friedsam building). Ed Cheever seconded the motion. Vote was unanimous in the affirmative to approve the July minutes. Jeff Titus made a motion to approve minutes of the August meeting, held on August 13, 2025 at the Chesterfield Historical Society (Friedsam building). Margaret Winn seconded the motion. Vote was unanimous in the affirmative to approve the August minutes.

Correspondence / Communications / News Updates / Public Comment

Margaret Winn reminded commissioners that the fall meeting of the NH Cemetery Association will be Tuesday, October 7, 2025. She reviewed the posted agenda for that meeting. Margaret also distributed draft copies containing proposed changes to NHRSA Chapter 289: Cemeteries for commissioners to review. Jeff Titus spoke about the upcoming Chesterfield Historical Society annual meeting program scheduled for Sunday, October 26, 2025, which will feature town cemeteries.

Sexton's Report

Budget Review - Expense report for week ending 09/06/2025 was reviewed and discussed. It was noted that the overall budget stands at 52% remaining.

Cemetery Damage / Repairs / Upkeep - Russ Mundell updated the commissioners on efforts to verify the exact location of a vault located in the Chesterfield West Cemetery annex. Once this information is determined, efforts will be undertaken, if needed, to make appropriate adjustments to corner markers, etc. in order to properly realign the lot. Russ is awaiting estimates for tree removal at Friedsam Cemetery.

Also discussed were possible purchase of a hoist for lifting mowers and adjustment of October hours on cemetery signage.

Monument Repairs / Placements - It was noted that two memorials are scheduled to be placed in the Friedsam Cemetery in the near future.

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

Upcoming Burials - Burials scheduled include the following: one burial at the Spofford Village Cemetery on Saturday, September 20, 2025.

Old Business

Friedsam Cemetery Damage (incident date: May 3, 2025): No update.

Right to Inter Purchase Application: Held for future discussion.

New Business

2026 Annual Budget - Copies of the proposed budget for next year were distributed, reviewed and discussed. Margaret Winn provided background for several line items. Bruce Potter made a motion to recommend the proposed budget as presented. Karen Denzler seconded the motion. Vote was unanimous in the affirmative to submit the proposed budget of \$66,670.00 for consideration at town meeting.

2026 Warrant Articles - The following appropriations were discussed and approved.

Cemetery Truck Replacement Expendable Trust Fund. On a motion by Ed Cheever, seconded by Jeff Titus, vote was unanimous in the affirmative to recommend the addition of \$6,500.00 to this fund.

Cemetery Mower Replacement Expendable Trust Fund. On a motion by Bruce Potter, seconded by Ed Cheever, vote was unanimous in the affirmative to recommend the addition of \$2,500.00 to this fund.

General Cemetery Care Expendable Trust Fund. On a motion by Bruce Potter, seconded by Margaret Winn, vote was unanimous in the affirmative to recommend the addition of \$750.00 to this fund.

Other (Items as needed)

Report of Lots Sold/Purchased: None.

Master Planning/Future Cemetery Expansion: Not discussed.

Next Meeting

Wednesday, October 8, 2025.

Adjournment

Bruce Potter made a motion to adjourn the meeting. Ed Cheever seconded the motion. Vote was unanimous in the affirmative to adjourn the meeting at 8:10 P.M.

Respectfully Submitted,

Jeffrey W. Titus
Commissioner (Secretary)

Document Status

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Approved: 08-Oct-2025 CCC