



TOWN OF CHESTERFIELD, NH
CEMETERY COMMISSION

Monthly Meeting - 08 October 2025 - 6:30 P.M.
Chesterfield Historical Society
518A Route 63, Chesterfield, NH

MINUTES

Roll Call / Attendance

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

Absent: Karen Denzler (Commissioner).

Visitors: None.

Call to Order

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

Approval of Minutes

Bruce Potter made a motion to approve minutes of the September meeting, held on September 10, 2025 at the Chesterfield Historical Society (Friedsam building). Ed Cheever seconded the motion. Vote was unanimous in the affirmative to approve the September minutes.

Correspondence / Communications / News Updates / Public Comment

None.

Sexton's Report

Budget Review - Expense report for week ending 10/04/2025 was reviewed and discussed. It was noted that the overall budget stands at 43% remaining.

Cemetery Damage / Repairs / Upkeep - Russ Mundell is awaiting an additional estimate for tree removal at Friedsam Cemetery. ***On a motion by Bruce Potter, seconded by Jeff Titus, it was unanimously voted to authorize the sexton to select a tree service for removal of selected trees at Friedsam Cemetery based on estimates received, and a not-to-exceed amount of \$3,100.00.***

Russ Mundell also updated commissioners on fan repairs needed on the cemetery truck, and corrected previous information provided relative to running hours for the zero turn mowers.

Monument Repairs / Placements - It was noted that a memorial has been placed in the Friedsam Cemetery.

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

Upcoming Burials - Burials scheduled include the following: one cremation burial at the Spofford Village Cemetery on Saturday, October 18, 2025, with two burials (currently unscheduled) upcoming in the Chesterfield West Cemetery.

Old Business

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

Right to Inter Purchase Application: Held for future discussion.

2026 Annual Budget: Margaret Winn reported that the 2026 proposed budget has been reviewed and accepted by the select board, and that budget committee review will occur on October 21, 2025.

New Business

Cemetery Fees for 2026 - Copies of the current fees charged for single grave plots, cremation plots, full burials and cremation burials were distributed, reviewed and discussed. Voted as follows:

Bruce Potter made a motion to increase all fees across the board by \$50.00, starting January 1, 2026. Jeff Titus seconded the motion. Vote was unanimous in the affirmative to adjust the fee schedule accordingly.

Margaret Winn made a motion to add a sexton fee of \$200.00 to the cost of full burials, starting January 1, 2026. Bruce Potter seconded the motion. Vote was unanimous in the affirmative to adjust the fee schedule accordingly.

Bruce Potter made a motion to “allow burials outside of the normal season (May 1 - November 1) at the discretion of the cemetery commission”. Ed Cheever seconded the motion. Vote was unanimous in the affirmative.

Other (Items as needed)

Report of Lots Sold/Purchased: None.

Master Planning/Future Cemetery Expansion: Not discussed.

Next Meeting

Wednesday, April 8, 2026.

Adjournment

Jeff Titus made a motion to adjourn the meeting. Bruce Potter seconded the motion. Vote was unanimous in the affirmative to adjourn the meeting at 7:58 P.M.

Respectfully Submitted,

Jeffrey W. Titus
Commissioner (Secretary)

Document Status

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Approved: 29-Dec-2025 CCC