

TOWN OF CHESTERFIELD, NH  
CEMETERY COMMISSION

Monthly Meeting - 11 May 2021 - 6:30 P.M.  
Meeting Room  
Chesterfield Historical Society  
518A Route 63, Chesterfield, NH

## MINUTES

### **Roll Call / Attendance**

Present: Nancy Aichele, Ed Cheever, Neil Jenness, Jeff Titus and Margaret Winn (Commissioners), Chris Flagg (Sexton), Gary Winn (Selectboard Representative)

### **Call to Order**

Meeting was called to order by Margaret Winn at 6:30 P.M.

### **Approval of Minutes**

Ed Cheever made a motion to approve minutes of the last meeting, held on April 19, 2021 at the Chesterfield Town Offices. Nancy Aichele seconded the motion. Vote was unanimous in the affirmative to approve the minutes.

### **Sexton's Report**

#### **Budget Review**

- 1) Chris reports that the budget remains stable at this time. Dues (\$20.00) for renewed membership in the NH Cemetery Association will be paid soon.
- 2) Chris reported that he is continuing to look at options for repair or replacement of the fence at Chesterfield West Cemetery, and shared with the commission some additional photos of area cemetery fencing as illustrations. He has received an estimate for repair of the three turnstiles at CWC, and is working to refine those numbers further. Once additional information becomes available, more discussion of options and related costs will take place.

#### **Cemetery Damage / Repairs / Upkeep**

- 3) Chris reports his crew has performed work in the Spofford Village Cemetery, Mead-Converse Burying-Ground and Noyes-Robertson-Coolidge Cemetery.
- 4) New locks have been ordered for all three active cemeteries, keys will be provided when they arrive.
- 5) Chris indicated that he will work with Steve Chickering, Jr. to continue repairs to a portion of waterline at the Chesterfield West Cemetery running from the pond on his family property to the cemetery fountain.

#### **Monument Repairs / Placements**

- 6) Chris reported on straightening 12 stones located at Spofford Village Cemetery. Also, one stone at Mead-Converse BG was found to have fallen and will need to be returned to its upright position.

### Personnel / Time Off

7) Chris indicates that his crew for this season is doing well and is quickly getting up to speed.  
8) Chris advised he plans to be off June 3-7, July 11-17 and August 5-9. When Chris returns from his time off in August, he indicated that Tom Flavin will be taking two weeks off shortly thereafter.

### Upcoming Burials

9) Chris stated that there are a number of upcoming burials known at this time. Planned are four at Chesterfield West, three or four at Friedsam and potentially four or five at Spofford Village.

### **Old Business**

#### Cemetery Visits

Ed Cheever, Chris Flagg, Jeff Titus and Margaret Winn visited the Thomas Burying-Ground on Tuesday, April 27, 2021. Additionally, Chris Flagg and Jeff Titus also visited Atherton-Black Burying-Ground, Pattridge-Albee Burying-Ground, Latham-Beal Cemetery, Draper-Crouch Burying-Ground, Taylor-Black Burying-Ground and Robbins Burying-Ground.

#### Gatekeepers / CWC

Margaret Winn reported that one of the property owners living near the Chesterfield West Cemetery has agreed to perform the duties of gatekeeper for the 2021 season beginning May 1st. Cemetery hours are 9:00 A.M. - 7:00 P.M. (later in season closing time reverts to 6:00 P.M. due to earlier sunset). Cemetery crew opens gates on workday mornings (Monday - Wednesday), but other times are covered by the gatekeeper.

#### Green Burials

No additional information was presented or discussed.

#### Posting of Minutes to town website

Jeff Titus will forward April 2021 approved minutes to the town offices for public posting. Margaret Winn contacted town staff about updating cemetery commissioners information on the town website, which has been done.

#### Process updates / Records storage / Rules & Guidelines

General discussion ensued. It was determined to investigate whether a single space can be located for storage of all town cemetery records in order to better protect them, as well as facilitate more efficient record keeping operations. Chris Flagg indicated he could move existing records from the Highway Department to a new location, if needed.

Chris Flagg shared copies of the following with the commission:

- Listing and map showing location of the town's 24 cemeteries and burying-grounds.
- Current cemetery policies and procedures.
- Current cemetery job descriptions.

Margaret Winn shared a draft copy of an updated cemetery lot deed.

Commissioners were asked to review all policies and guidelines provided, and to come to the next meeting prepared to consider any revisions, which would in turn lead to the publication of updated documents.

## **New Business**

Locks / Fence / Turnstiles - CWC  
(See Sexton's Report)

### Robbins BG - Kiser memorial

Jeff Titus reported finding a memorial stone for Marvin L. Kiser (1923-2001) while visiting the Robbins Burying-Ground. Since Robbins BG dates to 1872, is considered an inactive cemetery, and was thought to contain only one previously known grave, that of Charles F. Robbins (1855-1872), whose remains are believed to have been removed to Spofford Village many years ago... Jeff inquired if anyone on the commission was aware of this newer memorial or had any background information relating to its placement there. As no one was able to speak regarding this, it was determined that further research was necessary. More to follow.

## **Project Followup**

### Cemetery Book Update

Margaret Winn indicated she was able to obtain an electronic copy of town cemetery records, and is currently updating information relating to the annex section of the Chesterfield West Cemetery.

## **Other Business**

### Report of Lots Sold

Margaret Winn reported that two additional cemetery lots have been sold - both located in the Spofford Village Cemetery.

## **Next Meeting**

Cemetery commission meetings are normally held on the second Tuesday of each month (April through October) at the Chesterfield Historical Society building next to the town hall in the center of town. The next meeting is scheduled for Tuesday, June 8, 2021 at 6:30 P.M. at the Historical Society.

## **Adjournment**

Ed Cheever moved to adjourn the meeting. Jeff Titus seconded the motion. The meeting was adjourned at 8:00 P.M.

Respectfully Submitted,

Jeffrey W. Titus,  
Secretary

### **\*\*\*Document Status\*\*\***

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