

TOWN OF CHESTERFIELD, NH
CEMETERY COMMISSION

Monthly Meeting - 08 June 2021 - 6:30 P.M.
Meeting Room
Chesterfield Historical Society
518A Route 63, Chesterfield, NH

MINUTES

Roll Call / Attendance

Present: Nancy Aichele, Ed Cheever, Jeff Titus and Margaret Winn (Commissioners), Chris Flagg (Sexton), and Gary Winn (Selectboard Representative) [Gary joined the meeting at 7:30 P.M.].

Absent: Neil Jenness (Commissioner).

Call to Order

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

Approval of Minutes

Nancy Aichele made a motion to approve minutes of the last meeting, held on May 11, 2021 at the Chesterfield Historical Society (Friedsam building). Ed Cheever seconded the motion. Vote was unanimous in the affirmative to approve the minutes.

Correspondence / Communications / News Updates

The summer meeting of the NH Cemetery Association will be held July 21, 2021 at 8:00 A.M. in the pavilion at the Stratford Hill Park, 270 Portsmouth Ave, Stratham, NH.

Chris Flagg noted that he contacted Chris Lord (Public Works Director) about low hanging wires located behind the Town Hall and Friedsam building that are no longer used and could be removed.

Margaret Winn indicated that she has been contacted by Neil Jenness, to inform her that Neil wishes to discontinue selling cemetery lots.

Sexton's Report

Budget Review

1) Chris reported that the budget remains in line for this point in the season. Dues for membership in the NH Cemetery Association have been paid.

Cemetery Damage / Repairs / Upkeep

2) New locks have been received for all three active cemeteries; locks and keys are being distributed.

Monument Repairs / Placements

3) Chris reported his crew has prepped three monuments for repairs in various locations. There will likely also be another at Chesterfield West Cemetery needing attention.

Personnel / Time Off

4) Chris advised he plans to be off June 18-27 and also that he will not be attending the next meeting on July 13, 2021. He indicated that Tom Flavin will be in charge of the crew, as well as handling calls during his absence, and that there will not be a staff member attending the July meeting in his place.

Upcoming Burials

5) Chris reviewed upcoming burials known at this time. Potentially there is one at Chesterfield West, and three at Friedsam Cemetery. It was also noted by Jeff Titus that an inscribed raised metal marker has been placed in Chesterfield West Cemetery, Lot 145A - Darling (main section) indicating cremains were spread at that location on May 1, 2021. Chris Flagg to check it.

Old Business

Cemetery Visits

Jeff Titus offered to act as a guide for those commissioners interested in visiting some of the outlying burying-grounds. Several expressed interest in visiting a few of them at the beginning of the July meeting, as there would be additional daylight available to do so. It was decided to meet at 6:15 P.M. on July 13, 2021 and travel to as many as practical before returning to the Historical Society's Friedsam building for the balance of the meeting.

Green Burials

It was noted that one of the presentations to be offered at the NH Cemetery Association on July 21, 2021 will be an informational session about green burials.

Records storage

Jeff Titus updated the commission to indicate that he and Margaret Winn met to review records which have been in storage at the highway department. The records were organized by year and generally by categories, including budget, financial receipts, meeting minutes, burials, etc. More discussion to follow.

Town website update

Gary Winn indicated that the town has decided to utilize the services of CivicPlus to update the town website. More information is expected to become available over the next few months.

Process updates / Rules & Guidelines

General discussion ensued. Current lot costs were reviewed. It was agreed to research further prior to making any adjustments. Jeff Titus offered to assist and support the effort to update rules and guidelines by providing document drafts as progress is made.

Robbins BG - Kiser memorial

Jeff Titus reported that additional research has revealed that the Kiser family requested and received approval for a 'cremains only' burial which was authorized by the cemetery commission as documented in minutes from the April 12, 2005 meeting. Discussion closed - no additional followup needed.

New Business

Master Plan Update

Jeff Titus addressed this item to mention that prior town master plan updates had included topics related to cemeteries, and asked if the commission wished to review any of those. It was decided to follow up at a later date, once other priorities have been met.

Project Followup

Cemetery Book Update

Margaret Winn indicated that the annex section of the Chesterfield West Cemetery is ready for review and the main section is almost ready.

Other Business

Report of Lots Sold

Margaret Winn reported that one additional cemetery lot has been sold - located in the Friedsam Cemetery.

Learning Opportunities

Reference made to summer meeting of the NH Cemetery Association will be held July 21, 2021.

Next Meeting

Cemetery commission meetings are normally held on the second Tuesday of each month (April through October) at the Chesterfield Historical Society (Friedsam building) next to the town hall in the center of town. The next meeting is scheduled for Tuesday, July 13, 2021 at 6:30 P.M. at the Historical Society. It was decided to arrive at 6:15 P.M. and travel to as many of the outlying burial grounds as practical before returning to the Historical Society's Friedsam building for the balance of the meeting.

Adjournment

Jeff Titus moved to adjourn the meeting. Ed Cheever seconded the motion. Vote was unanimous in the affirmative. The meeting was adjourned at 8:20 P.M.

Respectfully Submitted,

Jeffrey W. Titus,
Secretary

*****Document Status*****

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