

## Rumney Cemetery Trustees, January 4, 2024

Attendees: Cemetery Trustees: Linda LaPrad (LL), Chair, Wayne Farnsworth (WF), Kim Ganley (KG)

### **The Cemetery Trustees discussed, made motions, seconded, voted, and approved as follows:**

\*Cemetery Trustees approved the November 30, 2023 minutes. KG will ask Town Clerk to post on the town website, place hard copy in records book.

\*As of January 4, 2024, there are no burial updates. The previous burials are listed in the November, 2023 minutes and listed on the 2023 year-end reports.

\*As of January 4, 2024, there are no invoices to approve. The previous invoices are recorded on the 2023 year-end reports.

\*As of January 4, 2024, there are no lot purchases. Previous lot purchases are recorded on the 2023 year-end reports.

\*At the January 4, 2024, the Cemetery Trustees discussed the 2023 year-end financial reports that LL prepared listing burials, expenditures, deposits, and concurred on the final version for the town's annual report, after LL verified line items with Town Administrator. LL will forward the final version of the reports to the Town Administrator and Town Clerk. The Cemetery Trustees also reviewed the proposed 2024 annual operating budget, previously agreed upon and submitted fall, 2023.

### Addressing 3 emails to Cemetery Trustees via town email:

\***pending action email 1.** – WF contacted Bernard Reed to address his request on burial availability in the Reed lot. WF awaiting Bernie Reed's response to provide family information, for the Cemetery Trustees to then confirm availability on the map and confirm relationship. (Verify Highland North).

\***pending action email 2.** – WF contacted Brenda Clifford Blake to address request regarding availability in the Clifford/Blake lot at Highland North. WF awaiting Brenda Clifford Reed's response listing family information to confirm relationship. WF did confirm availability at the HN location for future cremations.

\***pending action email 3.** – LL contacted Mary Rost to discuss a Lot purchase request at Highland North, to be near Treichler located at Row 98 Lot 11A. LL to review map and discuss options with Mary Rost.

\*As of a result of the review of Mary Rost's lot purchase request, Cemetery Trustees reviewed the Highland North map. Cemetery Trustees decided that in order to accommodate future burial request(s) near the road, the Highland North map locations would be adjusted, deleted, or changed as follows. This is also in consideration of the physical space as well as the rules related to every 5 spaces, take one space away – relative to Rows (R), and single or double Lots (L). The adjustments are: **HN numbers R1 L36 (was this 98-35?), R1 L98 36, R1 L12D, R14 L30A, R13 L29A are deleted.** Additionally, **R14 L13C has become a double, and R14 L13D is deleted.** **Note: Re-Confirm this numbering at the April, 2024 meeting.**

\*WF confirmed with Town Administrator that 3 Bearings deposited the \$1,000 into the D.K. Graves family perpetual care trust on 12/12/23. KG will email Diana K.G. the status. WF filed the notification of deposit in the 3 Bearings file folder in the Cemetery file cabinet at the town office.

\***pending action** - LL to check with town clerk on cemetery repair request to plan C. Beede labor.

\*WF called Phoebe Sanborn and confirmed future availability in family lot.

\*KG called Mayhew Funeral Home for death certificate and details regarding Richard Kinne who passed in Rumney, N.H., and emailed update to LL who updated the digital file. KG/WF filed the death certificate with the Kinne invoice paperwork in 2023 burial file folder in the Cemetery Trustees file cabinet at the town office.

\*WF asked to update bylaws to add a note to not receive deposits for individual perpetual care trusts as of 2023. (Note: as of March 2023 town vote, there is an approved general expenditure cemetery trust to deposit funds.)

Pontem Software:

\*Discussed potential Pontem software work dates for PV cemetery entries – 1/4/24, 2:30 p.m., 1/23/24, 3 p.m., 2/8/24 and/or 2/22/24 at 3 p.m. LL/WF to coordinate and confirm use of conference room.

\*WF took pictures of PleasantView Cemetery relative to Pontem software entries.

\*Cemetery Trustees discussed future re-numbering of Highland North Cemetery map and listing new, old numbers in Pontem software entries.

\*Cemetery Trustees discussed the “Muzzey” map that will not include recent deaths in the list.

\*Pontem database – agreed to put N/A for not available for spaces not being used on the physical map.

\*KG mentioned branches down in cemeteries for future tree work.

\*WF asked to update bylaws to add a note to not receive deposits for individual perpetual care trusts as of 2023. (Note: as of March 2023 town vote, there is an approved general expenditure cemetery trust to deposit funds.)

\***pending action** – LL to update the bylaws to read: As of March, 2023, deposits will no longer be added to individual perpetual care funds.

\*LL backed up 2023 year-end files from thumb drive to town’s computer.

\*LL volunteered to be 2024 Chairperson and will advise Town Clerk for state notification.

\*Next Cemetery Trustees meeting scheduled for April 11, 2024 at 3:00 p.m. at the town office. KG will email Town Clerk to post on town’s website, and KG will post notices at the town office lobby, post office lobby.

--Minutes Submitted by Kim Ganley, and Approved with Linda LaPrad, cc Wayne Farnsworth.