

Dunbarton Cemetery Trustees
Meeting Minutes
1011 School Street - Dunbarton, NH 03046
February 6, 2024

Present: Justin Nault, Bruce LeDuc, Judy Keefe, Alternate Mike Lessard
Opened Meeting: 7:00 pm J. Nault called to order.

Old Business:

Review and accept minutes from Jan 2, 2024. B. Leduc moved to approve, J. Nault seconded, all approved.

Public Comment: None

New Business

Budget

Negative: Balance of \$835 from 2023 budget was encumbered and used to pay CIMS bill with remaining balance of \$150 for CIMS bill from 2024 budget.

CIP - Justin will represent trustees. Our projects include erosion control for East, and an additional roadway in Pages. Our priority is erosion control in East.

Per the office of the Chief Medical Examiner, there has been a change in the way cremation certificates are being prepared and delivered to the town clerk. They are presented either as electronic copies or paper/hard copies. We prefer hard copies. We receive them from the Town Clerk.

Digital storage of cemetery files/documents currently are not backed up. Mike will set up a google account for cemetery trustees to have access to google drive. Many hours of work has been done, we don't want to lose all that has been accomplished.

Passwords created for cemetery work will remain with the cemetery trustees, not shared. Deliberation ensued on the sharing of passwords used by cemetery trustees. All passwords used by cemetery trustees for their record keeping programs will remain with the trustees and not shared with any other departments. All agreed. The CIMS program is not read only, if others are able to access the program, records could be jeopardized. The CIMS program is for cemetery trustees record and book keeping for all three cemeteries.

Any and all inquiries about the cemeteries should be directed to the Cemetery Trustees.

NCAA membership is due. Semi-annual meeting is April 18. We will pay dues and meeting fees at our next meeting.

John Lord, NHOGA will return May 18th, 10:00AM for a hands-on workshop on repairs. This workshop will be open up to the public, including other towns. Mike will work on advertising. Trustees will walk Center Cemetery in the spring to identify stones in need of repair for the workshop.

B. LeDuc has stepped down as Cemetery Trustee, but will remain on as a Cemetery Trustee Alternate. M. Lessard has agreed to fill in as Trustee for the remainder of B. LeDuc's term. All agreed.

A motion was made by J. Nault and seconded by J. Keefe to pay Gravestone Services of NE, \$1250.00 for repair and setting of large monument in Page's Cemetery. Work is scheduled for summer, 2024.

Next meeting: Tuesday, March 5, 2024 7:00 PM

Adjourned: J. Nault moved to adjourn at 7:59 B. Leduc seconded. All approved.

Respectfully Submitted,
Judy Keefe