

## **FINAL Minutes of the Cemetery Trustees**

Location of Meeting:       Boscawen Municipal Facility  
                                  116 North Main Street  
                                  Boscawen, N.H. 03303

Present at Meeting:       Rhoda Hardy, Cemetery Trustee Chair  
                                  Lauren Hargrave, Cemetery Trustee Secretary  
                                  Beverly Lacey, Cemetery Trustee  
                                  Dean Hollins, Sexton  
                                  Katie Phelps, Town Administrator

The regular meeting of the Cemetery Trustees was called to order at the Boscawen Municipal Facility, 116 North Main Street, Boscawen, N.H. on February 21, 2024, at 9:08 a.m.

### **Approval of minutes from last meeting:**

*Beverly Lacey made a motion to approve the Regular Meeting Minutes of January 17, 2024. Seconded by Rhoda Hardy. Passed Unanimously.*

### **Old Business:**

1. Update from Dean Hollins regarding Sign for Pine Grove: Dean Hollins presented the Cemetery Trustees with a sign large enough to hold four pieces of paper. Rhoda Hardy questioned the cost of the sign. Dean Hollins reported four signs with posts is just over \$100 which will be taken out of the cemetery budget. Further, Dean Hollins explained that the option to go with plexiglass was not feasible as it was cost prohibitive. Anything posted on the sign can be laminated. A package of 30 laminating sheets costs roughly \$30. Katie Phelps reported she will be willing to help with laminating. Lauren Hargrave questioned if the signs were going to be placed in all cemeteries. Dean Hollins reported that at last month's meeting it was determined that two signs would be placed at Pine Grove Cemetery. One in the front of the cemetery and one in the back. One sign will be placed at Beaver Dam Cemetery, and one sign will be placed at the Plains Cemetery. Plains Cemetery is not active, however, people do still plant flowers in the cemetery. Rhoda Hardy noted at some point there should be something posted which says that there are no longer interments in the cemetery and information on how to contact the Trustees or the Sexton. Dean Hollins explained the sign was made large enough so that the Cemetery Regulations can be posted and there are still two more spots which can be used to post other information.

2. Cemetery Committee Rules of Procedure Review: Lauren Hargrave reported that Katie Phelps corrected the one spelling error found by Beverly Lacoy at the last Cemetery Trustee meeting. Rhoda Hardy questioned if Dean Hollins should be counted when looking at the “simple majority” within the Rules of Procedure. Dean Hollins responded that he is not a Trustee and therefore is not included. Katie Phelps explained that at least two Cemetery Trustees constitute a quorum for purposes of a meeting. Rhoda Hardy questioned if officers should be voted prior to accepting the Rules of Procedure. Lauren Hargrave noted the Cemetery Trustees already have officers. Katie Phelps explained officers should be elected at the first regular meeting after Town Meeting. Beverly Lacoy noted that she is up for reelection this year. **Lauren Hargrave made a motion to accept the proposed Town of Boscawen Cemetery Committee Rules of Procedure. Seconded by Beverly Lacoy. Passed Unanimously.** Rhoda Hardy signed the Cemetery Committee Rules of Procedure with an effective date of February 21, 2024, Lauren Hargrave and Beverly Lacoy placed their names on the Cemetery Committee Rules of Procedure as members. The completed Cemetery Committee Rules of Procedure was given in hand to Katie Phelps.

#### **New Business:**

1. NH Cemetery Association Renewal and Spring Meeting Update: Lauren Hargrave reported that the 2024 annual membership forms for the Trustees and Sexton were filled out and Katie Phelps had the check cut for payment and mailed. Mike Horne from the NH Cemetery Association sent Lauren Hargrave an email and confirmed receipt. The spring meeting will be held sometime in April, but no actual date has been set yet.
2. Review of Annual Report: Rhoda Hardy asked if everyone had read the copy of the Annual Report provided and asked if there were any changes needed. No changes were made.

#### **Other Business:**

1. Rhoda Hardy questioned if the change to the Rules and Regulations regarding the right-to-inter was made. Lauren Hargrave reported the change was previously made.
2. Rhoda Hardy reported she received the information from Suzanne Langley. Lauren Hargrave noted Rhoda Hardy sent it to her via email and she updated the Pine Grove Cemetery Spreadsheet. Additionally, Rhoda Hardy reported that the Will of Bernice Cummings conveyed all of her assets to Suzanne Langley. Additionally, Rhoda Hardy noted the forms developed last year are very helpful and Sue Langley did sign the necessary form, so everything is completed and taken care of.

3. Fritz Clifford Request: Lauren Hargrave reported last Thursday she received a call from Fritz Clifford who lives in Missouri. Lauren Hargrave met with him back in 2018, prior to being a Cemetery Trustee, at High Street Cemetery. Fritz Clifford has his third great grandfather, Samuel Clifford, and third great grandmother, Sarah Clifford, interred in the High Street Cemetery. Lauren Hargrave presented a series of emails from Fritz Clifford to the Cemetery Trustees and Sexton and explained that the stones of his third great grandparents are no longer readable. However, she was able to tell what was on the headstone as she referred to Priscilla Hammonds published document on High Street Cemetery headstone information. Rhoda Hardy questioned what the headstone was made of. Lauren Hargrave reported she is unsure of what the headstone is made of, and that Dean Hollins could probably tell what it was made out of. Fritz Clifford is proposing to place another marker wherever Dean Hollins deems is appropriate. He would like a small Georgia Gray Granite marker. Fritz Clifford and his cousins have been working on their genealogy. It was noted that High Street Cemetery is inactive. Lauren Hargrave reported that individually she does not see an issue with his request as long as the old headstones stay because they are historic. Dean Hollins reported he does not have a problem with placing the requested stone as it will not interfere with any of the cemetery maintenance. Rhoda Hardy believes anything that anybody does to make the cemetery better is acceptable. Further, Rhoda Hardy noted that in this case it will identify the individuals in the cemetery since the old headstones are no longer readable. Lauren Hargrave also reported that she called Jill McDaniel-Huckins, Concord Cemetery Administrator, and she explained that it is normally the oldest living heir who has the right to place another stone in Concord. Lauren Hargrave is not sure if Fritz Clifford is the oldest, but he is working with cousins to determine that. Jill McDaniel-Huckins did send a copy of the form Concord uses. When someone signs the document declaring they are the oldest living heir. Rhoda Hardy will work on the new form #10 with Dean Hollins. Beverly Lacoy questioned the Cemetery Rule and Regulation which calls for only one upright headstone. Dean Hollins expressed that he would address an active cemetery differently than an inactive cemetery when someone requests a second headstone. A brief discussion took place regarding the Marden Cemetery behind High Street Cemetery in the woods. **Beverly made a motion to execute the oldest living heir right form and allow Fritz Clifford to place a second headstone for his third great grandparents. Seconded by Rhoda Hardy. Passed Unanimously.** Lauren Hargrave will email Fritz Clifford with the result of this meeting, and he will be instructed to coordinate directly with Dean Hollins. Beverly Lacoy questioned if an amendment should be made to the Cemetery Rules and Regulations regarding placing another stone in a cemetery does not apply to the active cemeteries. Rhoda Hardy suggested working on a Rule change for the next regular meeting regarding this issue. Katie Phelps noted that if the Cemetery Trustees are affecting people's rights a public hearing should be held to take public input. The Cemetery Trustees will research and have the proposed changes made

for discussion at the March meeting. Katie Phelps will post a public hearing notice regarding proposed changes to the Cemetery Regulations on March 20, 2024. I

**Meeting Closed: Beverly made a motion to adjourn. Seconded by Lauren Hargrave. Passed Unanimously.** The meeting closed at 9:44 a.m.

**Next Meeting:** The Next Regular Meeting of the Cemetery Trustees will be held at the Boscawen Municipal Facility, 116 North Main, Boscawen, N.H. on Wednesday, March 20, 2024, at 9:00 a.m.

Minutes submitted by: Lauren Hargrave, Cemetery Trustee Secretary 2/25/2024.