



TOWN OF CHESTERFIELD, NH
CEMETERY COMMISSION

Monthly Meeting - 08 August 2023 - 6:30 P.M.
Chesterfield Historical Society
518A Route 63, Chesterfield, NH

MINUTES

Roll Call / Attendance

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

Call to Order

Margaret Winn called the meeting to order at 6:38 P.M.

Approval of Minutes

Nancy Aichele made a motion to approve minutes of the last meeting, held on July 11, 2023 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

None.

Sexton's Report

Budget Review - Copies of the cemetery budget, updated as of August 5, 2023 [week 31], were distributed and reviewed.

Cemetery Damage / Repairs / Upkeep - Weed whacking has been done recently in the following cemeteries: Draper-Crouch, Latham-Beal and Robertson.

Monument Repairs / Placements - None.

Personnel / Time Off - Chris Flagg will be off on the following dates: August 6-11.

Upcoming Burials - None.

Old Business

Rules of Procedure - Margaret Winn circulated a copy of the approved rules of procedure document to the group for signature.

Cremation Lot Regulations - Margaret Winn distributed a draft cemetery policies and procedures document incorporating updated cremation lot regulations from the July meeting, which was then reviewed. After discussion, ***Nancy Aichele made a motion to approve the document as revised. Jeff Titus seconded the motion. Vote was unanimous in the affirmative to approve the document as revised.***

CWC Fence - It was decided to postpone discussion on the fence at Chesterfield West Cemetery in order to allow all commissioners to be present and for the Sexton to be in attendance. Discussion to be continued at the September meeting.

Town Website CCC postings - Jeff Titus reported that he has received training relative to the posting of minutes and information on the cemetery commission's page on the town website. Jeff will train Nancy Aichele to act as the backup person when needed.

New Business

Schedule of Fees - Margaret Winn distributed copies of a schedule of fees for review. It was suggested that a comparison with other towns of similar size be undertaken.

Other / As Needed

Report of Lots Sold / Purchased - Margaret Winn reported on the sale of four (4) regular lots in the Chesterfield West Cemetery, and indicated that Chris Flagg has laid out twenty (20) new cremation lots in Spofford Village Cemetery.

Master Planning / Future Cemetery Expansion - No discussion.

Next Meeting

Tuesday, September 12, 2023.

Adjournment

Margaret Winn made a motion to adjourn the meeting. Ed Cheever seconded the motion. Vote was unanimous in the affirmative to adjourn the meeting at 8:23 P.M.

Respectfully Submitted,

Jeffrey W. Titus
Commissioner (Secretary)

Document Status

Draft: 12-Aug-2023 JT
Approved: 12-Sep-2023 CCC