



TOWN OF CHESTERFIELD, NH
CEMETERY COMMISSION

Monthly Meeting - 12 September 2023 - 6:30 P.M.
Chesterfield Historical Society
518A Route 63, Chesterfield, NH

MINUTES

Roll Call / Attendance

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

Call to Order

Margaret Winn called the meeting to order at 6:30 P.M.

Approval of Minutes

Nancy Aichele made a motion to approve minutes of the last meeting, held on August 8, 2023 at the Chesterfield Historical Society (Friedsam building). Margaret Winn seconded the motion. Vote was unanimous in the affirmative to approve the minutes.

Correspondence / Communications / News Updates

Margaret Winn reported that the NH Cemetery Association's Annual Fall Meeting will be held on Wednesday, October 11th at the Derryfield Restaurant in Manchester, NH. Margaret also noted that a town resident has communicated positive comments regarding the care and maintenance of the Friedsam Cemetery by Chris Flagg and the cemetery crew.

Sexton's Report

Budget Review - Copies of the cemetery budget, updated as of September 9, 2023 [week 36], were distributed and reviewed. Also discussed was the upcoming budget for 2024.

Cemetery Damage / Repairs / Upkeep - Chris Flagg reported that the cemetery truck has been inspected.

Monument Repairs / Placements - Chris Flagg reported that a broken stone in the New Boston Cemetery has been repaired, and that two stones in the Spofford Village Cemetery were straightened.

Personnel / Time Off - None.

Upcoming Burials - None.

Old Business

CWC Fence - Chris Flagg reported that application of a second coat of paint to the fence has started. Discussion ensued regarding the various options and related costs with regard to adding balusters, or 'pickets' back on the fence, as well as the pros and cons of doing so.

Margaret Winn made a motion to complete the current updates, without the addition of balusters. Jeff Titus seconded the motion. Vote was unanimous in the affirmative.

Schedule of Fees - Margaret Winn distributed copies of a schedule of fees for review. Possible adjustments were discussed, as well as timing of implementation.

New Business

Sexton Job Description - Copies of an updated job description for the position of sexton were distributed and reviewed. Several changes were suggested and added.

Burial Intentions Form - Copies of a burial intentions form drafted by Nancy Aichele were distributed and reviewed. Said form is for the purpose of allowing lot owners to state preferences regarding the assignment of plots within their lot, thus providing guidance to the Sexton and commission as burials occur. Based on discussion, the draft will be updated further.

Other / As Needed

Report of Lots Sold / Purchased - No discussion.

Master Planning / Future Cemetery Expansion - Chris Flagg noted he has been working on this.

Next Meeting

Tuesday, October 10, 2023.

Adjournment

Nancy Aichele made a motion to adjourn the meeting. Jeff Titus seconded the motion. Vote was unanimous in the affirmative to adjourn the meeting at 8:12 P.M.

Respectfully Submitted,

Jeffrey W. Titus
Commissioner (Secretary)

Document Status

Draft: 20-Sep-2023 JT
Approved: 10-Oct-2023 CCC