

# Meeting of the Kensington Cemetery Trustees

Thursday, March 11, 2021 at 6:30 p.m.

## Minutes

*Draft minutes to be voted on during next meeting of the Kensington Cemetery Trustees.*

The meeting was held virtually using the Town's Zoom platform. The meeting was posted on the Town's website so the public was able to attend. Kathy Felch, Selectman's Assistant opened the meeting and passed hosting responsibilities to Jackie Benson. Jackie hosted the meeting with her email and phone so that anyone who called in or wished to join could have done so easily. Jackie read the Checklist to Ensure Meetings are Compliant with the Right-to-Know Law During the State of Emergency.

### In Attendance

#### *Present:*

Selectman's Assistant: Kathy Felch

Cemetery Trustees: Jackie Benson, Nancy Roffman

#### *Absent:*

Norm Deboisbriand

Call to order at 6:38 PM.

### Minutes

The trustees reviewed the minutes from the Dec 10<sup>th</sup> and 18<sup>th</sup> meetings. Jackie moved they be accepted. Nancy seconded. A roll call vote was held:

Jackie: Aye

Nancy: Sye

### Old Business

#### 2021 Budget

- Kathy reported what the cemetery was allocated in the 2021 budget.

#### Cemetery maintenance:

- Jackie moved that she be delegated to contact Gravestone Services for a full list of the stones in need of repair in the cemetery, and that she then forward that list to the Trustees of the Trust Funds to determine if any stones needing repair have perpetual care funds, and that she get recommendations from Gravestone Services for which remaining stones should be repaired this year with the encumbered funds from 2020. Nancy seconded. A roll call vote was held:

Jackie: Aye

Nancy: Aye

- The trustees discussed reports of either encroachment of brush/woodlands or subsidence of graves on the back hill of the Upper Yard. Jackie will investigate the issue once the snow has melted and ground is sufficiently thawed to be walked upon without risk of damage.
- Jackie will also check out the trees in need of servicing in the Upper Yard and report back to the trustees at their next meeting, with an eye to putting the tree service out for bid this summer. Kathy mentioned the town has used both Seacoast Trees and Royal Green in the past for tree service.
- The trustees discussed the cemetery vault. Kathy confirmed the town hall has a key to the vault, and believed Norm had gone inside recently to check on its conditions. Jackie will confer with Norm on that, and if there is a need to inspect the condition of the vault, will do so.
- The trustees discussed the construction of a new police shed at the base of the hill behind the Upper Yard. Kathy shared a map of the town hall property and it was determined the shed will not be on cemetery land. However the trustees agreed to stay in communication with the police about the construction of the shed and request to inspect the site before construction takes place to ensure there will be no negative impact on Upper Yard graves.
- Jackie moved that Nancy speak to Art Wiggin about painting the cemetery fence, and if Art isn't up for the job, that she get his recommendations for another painter. Nancy seconded. A roll call vote was held:  
Jackie: Aye  
Nancy: Aye
- The trustees discussed the replacement of the Lower Yard gate. Norm was going to look into this so action on the gate was postponed until the next meeting.

#### Cemetery Records:

- Jackie reported that the electronic spreadsheet of cemetery burial records has been uploaded to the google account created for the cemetery trustees. The file is in good working order. Norm had said he might investigate which graves were missing from the records, as we do not know when it was last updated. The trustees will discuss this further at their next meeting.
- Jackie moved that Norm be delegated to connect with the Trustees of the Trust funds to investigate documents in the town records related to perpetual care funds. Nancy seconded. A roll call vote was held:  
Jackie: Aye  
Nancy: Aye

#### Cemetery Bylaws:

- The trustees discussed the draft bylaws prepared by Norm. They agreed to separately send Norm their questions and feedback ahead of the next meeting of the trustees.

#### Wreaths Across America

- The trustees briefly discussed participation in the Wreaths Across America program and noted we will need a plan for fundraising. Jackie recalled that Norm had volunteered to spearhead the fundraising effort. Further discussion was postponed till the next meeting.

### **New Business**

No new business was raised.

The next meeting of the trustees was set for April 29th at 6:30 PM.

Jackie called for the meeting to adjourn at 7:16 PM. Nancy seconded. A roll call vote was held:

- Jackie: Aye
- Nancy: Aye