

Meeting of the Deerfield, New Hampshire Cemetery Trustees

Draft Minutes – December 14, 2016

Present: Don Watts, Don Tordoff, and Dana van der Bijl

Meeting called to order at 10:00 am

This is the first formal meeting of this trustee group. As such, the meeting was unstructured and our time was spent planning the actions of the trustees going forward.

It was decided that the following actions would be taken:

Action: Build a better understanding of the budget and the trust funds associated with the cemeteries. **Responsible: Don Watts**

Action: Get in touch with the Charitable Trusts Unit of the Department of Justice and find out how we can educate ourselves on policy and procedure.

Responsible: Don Tordoff

Action: Do research on other cemetery trustee boards and begin to form a list of responsibilities/duties for our group. **Responsible: Dana van der Bijl**

Action: Set up a meeting with Cemetery Superintendent Mark Young (tentative date Tuesday, January 10) with the intention of involving him more in trustee business to make for a more cohesive group. **Responsible: Don Tordoff**

Action: Gather information on the process for the purchase and sale of cemetery plots. **Responsible: Dana van der Bijl**

Action: There is no accounting being done or money changing hands. To this point, all purchases have been made through the town and there is no treasurer for the group. If a trustee attends a conference, what is the reimbursement procedure? **Responsible: Dana van der Bijl**

Action: Learn the proper procedure for cemetery related incidents. For example, if a tree falls in a cemetery and the town takes action without notifying the trustees, who is responsible for paying the bill? **Responsible: Don Tordoff**

Action: How can we save on maintenance costs? What are other cemetery trustees doing to keep costs down? **Responsible: Dana van der Bijl**

Action: Speak to Steve Jamele about getting a page for the Cemetery Trustees on the town website. Ask about getting an email address that can be forwarded to all three trustees. **Responsible: Dana van der Bijl**

Action: Research options for starting a volunteer group to care for the cemeteries around town. Would it be possible to form a partnership with the Boy Scouts/Girl Scouts? Are we insured for this? **Responsible: Dana van der Bijl**

Action: See about getting an accurate map of all cemeteries in Deerfield.
Responsible: Don Watts

Action: Find out who is responsible for purchasing and placing the flags on the graves of veterans. **Responsible: Don Tordoff**

Meeting adjourned at 11:30 am

Next meeting: 10:00 am on Tuesday, **January 10, 2017** at the library.

Respectfully submitted by:

Dana van der Bijl