

NEWTON CEMETERY TRUSTEES

2 Town Hall Road - Newton, NH 03858

Minutes of Trustee's Dec. 19, 2019 Meeting

Members present: Mike Hughes, Bill Landry, & Ron Saunders at Newton Town Hall

Meeting called to order at 4: 15 PM. Minutes were taken by William Landry.

1. **Review of 2019 Spending:**

Total expenditures for the year of 2019 were \$13,971.28. \$178.72 below budget.

2. **Review of 2020 Budget:**

The 2020 budget line item amounts were adjusted, but the total budget remains at \$14,150.00, the same as the 2019 budget.

3. **Review of the Trust Fund Balances:**

As of Dec. 1 the Trustee numbers matched the values recorded by the Trustees of the Trust Funds. The Common Trust Fund, from which only the interest generated can be used, is \$95,475.77. The Expendable Trust fund balance is \$7,513.70. Ten thousand dollars was taken from this account in 2019 to offset the \$25,000.00 cost of paving the Highland Cemetery driveway.

4. **Review of the 2020 Landscaping Schedule:**

The 2020 schedule is the same as the 2019 schedule which saw the elimination of one mowing at each cemetery in the late fall months.

5. **Review of Grave Sale Price:**

The cost of grave sites in surrounding towns indicated that our current pricing of \$ 375.00 is consistent with the neighboring towns. Therefore, there will not be an increase in grave costs in 2020.

6. **Surplus Budget Funds:**

It was brought to the Trustees attention that in some surrounding town's unspent monies in their budget were carried over to the next year's budget. In Newton, any unspent monies are turned over to the town's Reserve Fund. The DRA in Concord was contacted regarding this process. We were told that, in order to "carryover" the funds to the next calendar year, you would need to have the monies encumbered at year end for activities that were not completed and would be done the next year.

This would entail completing a purchase requisition/purchase order at year end which would specify a vendor and an amount for items to be purchased, that you simply did not have enough time prior to yearend to complete.

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7. Holding Graves for Individuals for Future Purchase:

There currently is no written procedure in place regarding this type of request. Currently we do not hold graves because of the possibility that another family owning abutting graves may want to immediately purchase that unsold grave site. It is basically, first come first served.

8. Spring Removal of additional brush and small trees at Highland Cemetery:

In 2019 a number of small bushes and shrubs, that were covering or tipping grave monuments, were removed. This is still a problem in some areas of Highland and will be dealt with in 2020 when the spring cleanup is done.

9. Other Items:

A discussion was held regarding a damaged portion of the chain link fence on the West side of the Highland Cemetery. This will be reviewed in the spring and the manner of repair will be determined.

Ten monuments at Highland Cemetery that had been tipped over due to frost heaves were re-set. These were in the "older" section where we had no family contact information, so the cost was paid from the Cemetery budget.

Meeting Adjourned at 4:50 PM

Respectfully Submitted,

William G. Landry - Chairman
Newton Cemetery Trustees