

Town of Auburn  
Board of Cemetery Trustees  
April 19, 2016

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Members Present: David Jenkins, Chairman; Don Dollard and Scott Norris

Also Present: Trustees of Trust Funds Barbara Carpenter, Patty Allard and Dorothy Carpenter; and Bill Herman, Town Administrator

David Jenkins convened the meeting at 6:30 PM.

**Perpetual Care Funds:**

The Trustees of the Trust Funds were in attendance at the invitation of the Cemetery Trustees. David Jenkins indicated Don Dollard had some questions and turned the floor over to him. Mr. Dollard indicated it was his understanding the individual cemetery trust funds were in perpetuity, and Barbara Carpenter indicated the majority of them are, but not all. Mr. Dollard also noted he understood the cost of work to maintain an individual lot could be recovered from the individual perpetual care fund for that lot. Mrs. Carpenter indicated that only to the extent of the interest earned by the individual account, the principle has to remain intact. Mr. Dollard outlined efforts he and his wife have made in recent years to organize and update all of the cemetery records by going through deeds, maps, burial permits, etc., to ensure a clear and accurate record of all cemetery lots has been established. Part of what he had included in his database of information is the identification of perpetual care funds associated with individual lots.

Mr. Dollard expressed a concern for the accuracy of the reporting of the perpetual care funds. He indicated there were names, lot numbers and similar information that required correction in the financial records, and he felt the records should be reviewed and corrected to the extent possible. He indicated he thought he had identified four or five lots that he was certain would have a perpetual care fund, but none was reported.

Barbara Carpenter appreciated the corrections to the database of information on the perpetual care funds, and would make the corrections accordingly. She noted she had been working from large, hand-written documents and spreadsheets from prior Trust Fund Trustees, and this information was helpful. She indicated the materials she had worked from has been stored in the Town Hall records vault, and spans decades. She indicated that research as to potential former funds is not going to establish or create more money for the potential additional trust funds as all of the money in the various accounts is accounted for and reported.

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Dorothy Carpenter asked if there were lots not being cared for, and Mr. Dollard said there wasn't. Mrs. Carpenter felt then the Town was providing perpetual care, regardless of where the funds came from.

Mr. Herman explained the Town's obligation to maintain cemetery lots is not created because of the existence of a perpetual care fund, but rather the deed to the cemetery plot which indicated the Town would provide this service. He noted the Trust Funds may allow the Town to be reimbursed for perpetual care with someone else's money other than the Town's. But the full care and maintenance of the cemeteries had to fall within the operating budget of the cemeteries. The potential of revenue from trust funds were not in addition to the budget, but would actually reimburse the general fund. He said the Cemetery Trustees were maintaining all of the plots in both cemeteries and, therefore, the Town's obligation to provide perpetual care was being met.

**Old Business:**

**Updating Lot Cards:**

David Jenkins noted the record cards for several cemetery plots in both the Auburn Village Cemetery and the Longmeadow Cemetery needed to be updated due to recent burials. Scott and Dave indicated they would handle the work.

**April and May Burials:**

The Trustees discussed five upcoming burials that have been scheduled to take place between April and May.

**Rules and Regulations:**

Scott Norris asked if the Trustees were going to discuss the proposed update of the Rules and Regulations for the cemeteries. He said he had read through them and felt all was very good as presented.

Don Dollard also felt they looked good, noting a minor spacing item. He also recommended the violations sentence on Page 7 be listed as a separate section so it stands out.

David Jenkins indicated he will have the changes made and will forward the document to the Board of Selectmen.

**Lot Repurchase:**

Scott Norris reported he was contacted by individuals who had purchased three burial plots in the Auburn Village Cemetery a number of years ago. But the husband and wife have since decided to be buried at the NH State Veterans Cemetery. They would like to sell back two of the plots to the Town, and keep

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just one plot for a family member. Mr. Norris indicated a headstone was in place, and they would arrange to move it to ensure it is with the single lot. Mr. Norris reported the original sale of the three plots was \$375, so Mr. Dollard indicated the Town would pay \$125 for each lot re-sold to the Town. Mr. Dollard noted there was also a perpetual care lot with an additional \$375 for these gravesites. Mr. Herman indicated it would be appropriate to return \$125 per lot also from the perpetual care fund since there would only be the one lot remaining for that owner. He also indicated the Selectmen's Office could provide the Trustees with a quitclaim deed to complete this transaction that the current owners could sign in order to transfer of the chosen two lots back to the Town. The quitclaim deed would maintain a clear paper trail as to ownership of the lots.

**Veterans Flags:**

Don Dollard indicated he had determined there are 103 veterans' graves in the Longmeadow Cemetery and 96 in the Auburn Village Cemetery. The Boy Scouts and/or Cub Scouts usually help to place flags at the graves prior to Memorial Day, and the Trustees should help prepare the area to make the project go smoothly. The Trustees also indicated they would inquire whether the Scouts needed any assistance in covering the cost of the flags for the veterans' graves.

**Updated Cemetery Maps:**

Don Dollard shared with the Cemetery Trustees the most recent update of the maps of the two cemeteries that he picked up that morning. He believes them to be current and accurate. Mr. Dollard was going to proof the maps to ensure they are complete, and then would have a set produced for the Town Hall.

**Fireproof File Cabinet:**

Don Dollard inquired about the fireproof file cabinet for the cemetery records. Mr. Herman indicated he had thought the cabinets were going to be moved around and put in place last Friday, but that did not happen.

**Adjourn:**

**Scott Norris moved to adjourn the meeting at 8:00 PM. Seconded by David Jenkins. A vote was taken; all were in favor, the motion carried unanimously.**