

**Town of Auburn  
Cemetery Trustees  
October 27, 2015**

**Trustees Present:** David Jenkins, Chairman; Don Dollard & Scott Norris

**Also Present:** Kathryn Lafond, Recording Secretary

Mr. Jenkins called the meeting to order at 6:44 p.m.

**New Business**

Workshop to Update Cards

The Trustees updated the current card files with recent burials, committals and plot transfers.

The Trustees reviewed and discussed various deeds from Auburn Village Cemetery and Longmeadow Cemetery. Mr. Dollard suggested that the copies of the deeds with notes from the trustees be filed with the original deed. Mr. Jenkins and Norris agreed.

Mr. Dollard discussed with the other Trustees the results of his research of some cemetery plots.

**Old Business**

Additions to Website – Rules & Regulations

Mr. Jenkins presented the Trustees two information sheet templates. The Trustees reviewed and compared the templates and choose one to put on the website to be completed by individuals interested in purchasing a plot/plots.

Mr. Dollard showed the other Trustees the excel file containing information on both cemeteries that he and his wife have been working on. The Trustees agreed that this document is good and useful. Mr. Jenkins suggested that he and Mr. Norris have a copy as well. Mr. Dollard hopes that it is kept up to date in the future.

The Trustees reviewed the Rules & Regulations which were revised in April 2015. The Trustees discussed restrictions of memorials with cremains in them and decided to consider the wording and discuss it further at the next meeting. It was noted that Mr. Norris has not yet received a copy of the Rules and

Regulations and needs a copy. The Trustees discussed benches installed on plots, the current regulations do not restrict them however they do create a hindrance when it comes to property maintenance. The Trustees also noted that the regulations do not address enforcement of the rules and regulations.

Mr. Jenkins asked when the Trustees should close the cemeteries. Mr. Dollard suggested keeping them open until snowfall. The Trustees were in agreement with this.

Mr. Jenkins indicated that Mr. Peter Barbuto was contacted and his work is done at the cemetery for the remainder of the year.

Mr. Dollard reported that he spoke with Mr. Herman regarding the potential of purchasing additional land as the Trustees discussed last week; Mr. Herman was going to get Mr. Dollard in contact with Mr. John O'Neil with Manchester Water Works. Mr. Dollard noted that the Planning Board is moving forward with updating the town's Master Plan and Capital Improvements Plan.

The Trustees discussed what the job of a Cemetery Trustee entails including periodic checks of the cemeteries, pick up debris, minor maintenance items, etc. The Trustees agreed that more physical labor such as spreading loam, larger maintenance or repair projects were out of the Trustee realm. The Trustees further agreed that active oversight was part of their responsibilities in addition to lot sales and burials.

Mr. Dollard noted that he would be meeting tomorrow to sell a lot to an individual.

***Mr. Dollard moved to adjourn; Mr. Norris seconded the motion; all were in favor, the public meeting ended at 8:45 p.m.***