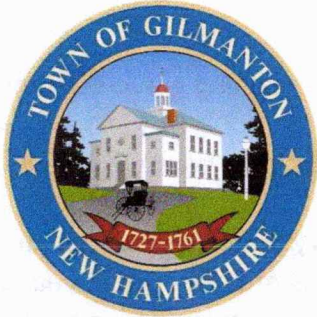




TRUSTEES OF CEMETERIES

Town of Gilmanton
Post Office Box 119
Gilmanton, New Hampshire 03237
(603) 387-1109

cemeteries@gilmantonnh.gov
www.gilmantonnh.gov/235/Cemetery-Trustees

Meeting Minutes
Tuesday, July 21, 2026 – 7pm
Gilmanton Academy
503 Province Road, Gilmanton, NH

Present: Trustees Candace Daigle, Leonard (JR) Stockwell, Jr., Cailyn Fillion, Adam Mini, and Kevin Farrell.

Approval of Minutes – Tuesday, June 16, 2026

MOTION: On a motion by JR Stockwell, seconded by Kevin Farrell, it was voted unanimously to accept the minutes of June 16, 2026, as written. (5-0)

Site Reports

Beech Grove

Mr. Kehoe's corner stones are not yet installed. Installation is required within 30 days of submitting grave payment; by August 2, 2026.

Mark & Grace McNamara chose 1 grave, and we sent the purchase package. Grave is marked.

The Evans family purchased 8 graves upon death of Mrs. Bridgette Evans. Burial is July 23rd.

Audrey Evans will be cremated upon the event of her death and has asked if it is possible to include her cremated dogs with her interment in her grave. The Trustees reviewed the Regulations. *"No animal/animals will be allowed to be buried in or on any cemetery site or property with the exception that pet cremains may be included with a human interment"*. At the time that Regulation was adopted the intent was that the pet cremain would be inside the casket with the human remains, and there was no thought to multiple pets or human cremains. The Board discussed the effect of the Regulation as intended and whether allowing multiple pet cremains with a single human cremain could be determined to be compliant.

MOTION: On a motion by JR Stockwell, seconded by Adam Mini, it was voted unanimously that at the time human remains or cremains are interred, the cremains of related pet(s) may be included. For a full burial, all pet cremains shall be placed within the casket. For a cremains interment, the related human cremain container and all pet containers shall be placed within one external enclosed container (vault, casket or other approved container). Pet cremains shall only be interred at the same time as the human remains. Based on the size of the single exterior container,

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36 additional human interments may be allowed in remaining grave sections
37 as permitted by the Regulations. (5-0)
38 Buzzell – The Womacks have chosen two graves and been sent the purchase package. Graves
39 have been marked.
40 Clough – JR has talked with Robbie Dawson who would like the cemetery better delineated and
41 cleaned out. It is full of poison ivy. This has been on the Trustees radar for some years,
42 but this is the earliest the owner was accepting. It is not a large area but is very close to
43 the road to the sawmill. JR will talk further with Mr. Dawson and see exactly what type
44 of enclosure would be most effective. The Trustees would usually suggest a stone wall, it
45 being a smaller site but close to possible damage from the adjacent road use and plowing.
46 JR will report back.
47 Copp - JR checking on availability and cost for 3 replacement gravestones. Cailyn has reached out
48 to Mr. Stoddard who has offered his assistance in research. She's asked if he would be
49 interested in researching the Bean burials in Copp.
50 Durrell – Awaiting contractor - project to install 9 granite posts w/turnbuckles around a 27'x44'
51 area approved at \$5,005. No sign included. We will request a deeded easement.
52 Edgerly 1 – Awaiting Trails committee schedule.
53 Foster – Deed is recorded. Thank-you letter sent to Ms. Fifield.
54 Guinea – JR & Northernscapes (Paquin) to meet as their schedules permit about tree removal.
55 Hillside – Project to repair parking area approved at \$1,650. Awaiting contractor. Landowner
56 approved project. We will request a deeded easement. to smooth out the parking area.
57 Owner is amenable to work.
58 Gravestone Cleaners have completed cleaning, repairing and resetting.
59 JR & Karen have been identifying veterans in Hillside. The list has 12, but it does not
60 contain the last veteran burial, Roberts. He will order the appropriate veteran markers.
61

62 Other Project Reports

63 Plaque – schedule w/Board.

64 Mark your calendars - Historical Society Cemetery programs:

65 August 26th, 6:30pm, A Beginner's Guide to Cemetery Sleuthing program

66 September 19th, 2pm, Tour of the Hillside Cemetery. Will not include Roberts in
67 presentation. All our info has gone to Cailyn who is researching for tour.

68 Abandoned Burial Grounds – Working on handout to accompany request to Selectmen for them
69 to schedule public hearing for Ayers, Durrell, Foster, Indian, Town Farm, & Weed.

70 Gravestone Cleaners – Have begun the many-stone site at Tibbetts. We had a small load of ledge
71 pack delivered. The members talked again about shirts for the Gravestone Cleaners. It
72 was agreed to look for a bright color, not Hi-Viz, blue, lettering for volunteer, GGC,
73 Working for the Dead. Candace will get a mockup.

74 Offer of Assistance – Cailyn has reached out to Mr. Stoddard who has offered his assistance in
75 research. She's asked if he would be interested in researching the Bean burials in Copp.

76 Cemetery Access Easements – Candace will send letters (not started) to landowners for access
77 easements to Carr, Clough, Durrell, Edgerly 2, French, Hatch, Hutchinson, Indian, Lougee,
78 Parsons, Sanborn Farm, Weed, Wicka, and Wilson Hill.

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Website – Work to be done on website to fix broken links, update, etc.

Cemetery Mapping – Candace to contact rep from Wilcox & Barton regarding aerial mapping.

Trustee info portfolios

Financial Index replacement

New document-F10-Budget & Funds Operating Details

Budget

2026 Town Cemetery Budget Report – All budget lines within projection. New purchase this month to start veteran marker project. Also, year-to-date Funds report showing grave care funds income starting to come in.

2027 Appropriation Request – The Board reviewed previously discussed items for the upcoming 2027 budget appropriation request including:

1. Wage increase for sexton & groundskeeper (raise in 2025, no raise in 2026)
2. Secretary hours for office duties
3. Increase office and computer software supplies

Discussion included:

Wages: The annual hours budgeted, 427 in total, seem sufficient. All wages come from the town budget; no care funds can be used.

No COLA was given in 2026. The national COLA for 2026 was 2.8%.

The Board of Selectmen set the wage request for all town employees. However, other than the park attendant, the cemetery groundskeepers are the only part-time employees that receive no benefits. If the Town decides to adjust benefits instead of giving a wage increase, the groundskeepers are not recognized. To keep our workers in mind, the Trustees will ask for a wage increase so that some accommodation could be considered in such an instance.

Secretarial Duties: The Board discussed the upcoming need for part-time assistance in the daily operations of the cemeteries. This is the largest financial step to be taken in preparing for succession in the work of the Trustees. Presently the secretarial work to be done is in addition to duties currently being done by and intended to stay with the Trustees. Trustee duties:

- . volunteer program management
- . site project development, coordination, inspection, and sign-off
- . site, ownership, and burial research and documentation
- . authorizations for lot sales, burials, and financial transactions
- . chairman's organizational duties, agendas, liaison with other departments, organizations, and the public

The members estimate that the current secretarial work, aside from the Trustee commitments above, conservatively consumes approximately 15 hours per week. It is administrative, managerial, and financial in nature, and includes:

- . comprehensive Board support, scheduling and office management;
- . administrative, financial, and clerical including agenda and other necessary meeting information and documents, meeting minutes, correspondence, invoices, payroll, budget reports;

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- records preparation and maintenance such as Trustee portfolios, lot sales, burials, maintenance, create and maintain all required digital records and permanent vault records;
- webpage maintenance and public information;
- availability of time outside of the normal working hours related to sales and burials;
- central contact for the Trustees with employees, clients, Gilmanton Gravestone Cleaners, the public, other town departments, contractors, other service providers, and governmental agencies;
- work closely with the Cemetery and Trust Fund Trustees and Town Administrator as directed.

The members discussed possible wage rates based on information received from the Selectmen's office. They also discussed the in/compatibility of merging these hours into another part-time position in the Selectmen's office. The Board's concern was that the inconsistency of times that our secretary will be needed because of deaths and burials makes it difficult if not impossible to match it with the hours worked in another office.

The members will certainly meet with the Selectmen and/or provide such background information to them for this proposal as part of their request to establish this new position.

If the request is successful, the Trustees could attempt to find someone as of April 1st.

That requires budgeting for 39 weeks, perhaps with a six-month probationary period and one step increase if successful. It also requires the Town to pay the FICA and Medicare costs for the new salary.

Groundskeeping: Groundskeeping is broken down into two parts. The Town has no groundskeeping equipment. So first is an hourly stipend we pay the groundskeepers who supply, repair, and maintain all necessary equipment (truck, trailer, 4-wheeler, mowers, trimmers, blowers, rakes, shovels, etc.). The Town does supply mower gas and Hi-Viz shirts.

The current hourly stipend rate is \$20 (since 2023). We budget for only 250 hours (instead of the 427 budgeted for wages) because part of the stipend cost can be paid from care funds.

This stipend is also paid like a subcontractor. No taxes are withheld and the Trustees set the rate.

The Trustees should consider increasing the per hour stipend rate at some point due to the increases staff face in buying, repairing, and maintaining the necessary equipment. Even a \$1/per hour increase would acknowledge their increasing costs. This \$250 increase could be absorbed from the existing groundskeeping line by shifting some of that cost to care funds.

The second part of the groundskeeping line pays part of the major projects undertaken with the balance coming from the care funds.

General Supplies: Typically covers administrative costs – software, business cards, paper, ink, copies, sheet covers, folders, archive paper, recording costs, postage, envelopes, Registry copies, report covers, portfolios, etc. Considered an increase to cover more of these costs.

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Dues and Training:

Typically covers NH Cemetery Assoc dues with two training sessions and NH Charitable Trust Trustee training. Allows for other member participation.

Maintenance Supplies: Typically for gravestone cleaners' supplies/equipment, Hi-Viz t-shirts, etc.

Repairs & Maintenance: Typically for larger repair projects, e.g. trees, driveways, gates, electronic equipment, etc.

MOTION: On a motion by Adam Mini, seconded by Kevin Farrell, it was voted unanimously to submit the 2027 budget appropriation request to the Selectmen making the following changes from the 2026 appropriation:

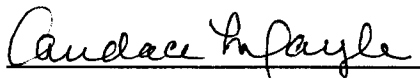
- . Request a 4% increase for 39 weeks in the groundskeepers' wage line;
- . Request a \$155 increase in general supplies line;
- . Request a new wage line, Secretary, at Grade 5, Step 2 for 26 weeks and Grade 5, Step 3 for 13 weeks. (5-0)

Other Business

MOTION: On a motion by Cailyn Fillion, seconded by JR Stockwell, it was voted unanimously to adjourn at 8:30pm. (5-0)

The next meeting is scheduled for Tuesday, August 18th.

Respectfully Submitted,



Candace Daigle, Trustee

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