

Lyndeborough Cemetery Department

Lyndeborough, NH 03082

(South, Center, Johnson Corner, Perham Corner, Rt. 31, Dolliver, North, Whittemore)

Draft minutes of Cemetery Trustees Meeting, Monday, November 2, Citizens' Hall,

Call to Order 9:00 am.

Attendees: Ginny Chrisenton, Doug Powers, Town Administrator Russ Boland and Finance/HR Coordinator Paul Hebert.

Discussion regarding the Cemetery Trustee checkbook.

To do:

Update Policy for Sale of lots:

- Receipt for sale of lots, buyer, Trustees, Finance/HR Coordinator

- Give check to Finance/HR Coordinator.

- Decide time period to have Finance/HR Coordinator transfer funds to
Three Bearing Trust Co.

- Update letter to Trustees of the Trust Funds and Finance/HR Coordinator
for amount and fund to deposited trust fund portion.

- Update letter to Finance/HR Coordinator for town portion.

Update Policy for Burials:

- Paperwork for urn and full burials to go to Town Clerk, Trustees, Finance/HR
Coordinator.

- Give check to Finance/HR Coordinator.

Update Policy for donations:

- Unrestricted & restricted

Trustees will determine where the checkbook balance will be distributed and close the account in January.

Unanimously adjourned the meeting at 10:18 am.