

*Town of Atkinson  
Cemetery Trustees  
Re-organization Meeting  
Thursday April 30, 2015*

**Open Meeting:**

Chairman R. Patuto opened the Re-organization Meeting of the Atkinson Cemetery Trustees at 8:45 PM in the Atkinson Town Hall.

**Members Present:**

K. Friel  
S. Garrity  
R. Patuto, Chairman

**Others Present:**

B. Snicer, Recording Secretary

**Election of Officers:**

**R. Patuto made a motion to elect the following Trustees to positions:**

**K. Friel – Chairman, R. Patuto – Vice-Chairman; S. Garrity – Treasurer. Second: S. Garrity. Vote: 3/0/0.**

**Schedule of Meetings:**

**K. Friel made the motion to meet on the last Tuesday of each month at 7:30 PM. Second: S. Garrity. Vote: 3/0/0.**

**Meeting Agenda:**

The Trustees agreed to use the following agenda as a guideline:

Approval of Minutes  
Treasurer's Reports  
Old Business  
New Business  
Future Agenda.

**Duties:**

K. Friel will manage the paperwork to include, but not limited to:

Prepare deeds for Selectmen's signatures;  
File deeds at the Rockingham County Registry of deeds;  
Prepare cover letters and return deeds to the owners with Cemetery rules, Monument Regulations;  
Forward Death Certificates and a copy of the registered deed to the Town Clerk;  
Handle sales and complaints;  
Maintain diagrams and files.

- S. Garrity will manage finances, to include, but not limited to:  
Maintaining Perpetual Care records and interest balances;  
Reconcile monthly expenses with Bookkeeper's reports;  
Prepare tentative budget and track Warrant Articles.
- R. Patuto will manage the grounds and ground personnel, to include:  
Measuring for burial;  
Making arrangements for opening and closing graves;  
Assuring that the grounds and monuments are well-maintained;  
Review shrubs and plantings;  
Enforce Cemetery and Monument Rules;  
Handle complaints;  
Manage equipment;  
Supervise special occasions.

These duties do not suggest limits and all Trustees are encouraged to assist with all aspects of management as necessary.

**Adjournment:**

**S. Garrity made the motion to adjourn at 9:30 PM. Second: K. Friel.  
Vote: 3/0/0.**

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Kathleen Friel, Chairman

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Sydni Garrity

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Robert Patuto