Cemetery Meeting Minutes

Cemetery Trustees & DPW Staff

July 21, 2026

The meeting was called to order in the Merrill Conference Room in the Town Hall at 6:02pm.

In attendance:

Cemetery Trustees –Cara Dunn (2029) & Laura El Azem (2028)

Town Staff - Dave Wholley, Denise Manella & Kirsten Hildonen

Residents – Ann Champa

New Business

Kirsten Hildonen went over a presentation on "**Londonderry Cemetery Trustees – Duties, Responsibilities & Priorities.**"

RSA Chapter 289 tells us what New Hampshire's cemetery statute requires of municipalities.

Below are the requirements for municipalities.

- **Public Cemetery** – Requires municipalities to have either a public cemetery, or contract with another municipality or a nonprofit entity to provide a suitable cemetery. (RSA 289.2)
- **Location Standards** – Establishes standards on where cemeteries may be located in relation to other land uses and highways. (RSA 289.3)
- **Adequate Funding** – Requires that municipalities provide sufficient funds for the suitable care and maintenance of the municipal public cemeteries within its boundaries. (RSA 289.4)
- **Cemetery Trustees** – Designates an elected board of cemetery trustees, or other elected or appointed officials to manage

In Londonderry, the Department of Public Works handles the operational needs of the cemetery. This includes interments, upkeep, contractors and records support. The Cemetery Trustees govern the system.

They govern the system by controlling:

- Regulations

- Procedures
- Budgets
- Funds
- Trust Income

Cemetery Trustees also deal with Strategic Issues such as:

- Future Capacity
- Historic Preservation
- Funding Sustainability
- Regulation Modernization
- Mapping & Record Access

Cara asked if alternates should be appointed because the group of Cemetery Trustees is so small. Kirsten said that the Town Council would have to appoint the alternates whose term would run from January 1st – December 31st. If the Town Council approves alternates, Kirsten can add the openings to the Board & Committee Vacancies that will be posted in September.

Cara made a motion to ask the Town Council to appoint 2 alternates to the Cemetery Trustees. Laura seconded. All in favor. The motion passed.

The Cemetery Trustees should be setting the dates for the meetings. Kirsten suggested that the meetings be quarterly. The quarterly meeting schedule should be January, April, July & October.

At the next meeting, the Cemetery Trustees will have to vote for a chair and a bookkeeper. At that time, the 2 alternate openings will have been posted and there should be a list of people who applied.

Kirsten offered to send a draft of the Rules of Procedure to the Cemetery Trustees. They accepted.

Public Comment

Dave ensured Ann Champa that the footstone on the grave of Elizabeth Wallace will be put in the correct place. Ann marked out the area where the footstone should be placed.

Cara motioned to adjourn the meeting. Laura seconded the motion. All in favor.

The meeting was adjourned at 6:43pm.

The next meeting will take place on **Tuesday, October 20, 2026, at 6pm** in the **Merrill Conference Room** (upstairs) in the Town Hall.

Minutes Recorded By: Denise Manella

Date Submitted: 7/23/26