

Hollis Cemetery Trustees

FINAL

Meeting Minutes, January 13, 2024

The meeting was held at Hollis Town Hall starting at 8:01 a.m. and concluded at 9:17 a.m.

Trustees in attendance: Marc Squires, Amy Armstrong, and Raul Blanche. Also in attendance was DPW Director Joan Cudworth. Raul called the meeting to order at 8:01 a.m.

- 1) Update Trust Fund Voucher:** This action was needed since incorrect values were approved and recorded at the December 22, 2023, meeting. Marc offered a motion and Raul seconded it to approve a disbursement of Common Cemetery Trust Fund (Perpetual Care) in the amount of \$16,038.97 to pay for grub treatments and lawn maintenance. Following this motion, Raul offered a motion and Marc seconded it to approve a disbursement from the General Cemetery Expendable Trust Fund (Est. 2022) in the amount of \$16,735.00 to pay for East Cemetery Expansion totaling \$16,735.00 for 2023. The trustees voted in the affirmative, unanimously on a 3-0 vote.

Note: The General Cemetery Maintenance Fund 2010 was rolled into the General Cemetery Maintenance Fund 2022. The Fund was established to save funds for the immediate expansion of the East Cemetery, as well as further expansion of the cemeteries as needed in the future, and for necessary maintenance or landscaping beyond that covered in the annual budget.

- 2) 2024 Budget Review and Schedule:** As a result of new town budget rules that disallow the process of encumbering unspent funds from one fiscal (calendar) year to the next year, the Trustees did a quick review of the 2024 budget and agreed that a more detailed discussion and review is needed and will be conducted at the Trustees' February meeting. Changes to the current draft budget are likely. The encumbering of funds was planned for monument repairs at Church Cemetery during 2024.

- 3) Improved Administration:** The Trustees and the DPW Director discussed several actions that will be implemented to improve administration of cemetery related functions and tracking of cemetery and burial related activities. These actions include some steps such as, the DPW Director will a) attend all regularly scheduled Trustee meetings; b) the DPW Director will also provide to the Trustees a weekly Excel spreadsheet that will tabulate and document all major interactions with the public and stakeholders organizations (the Trustees would then review the actions and assign and track responses – examples include, maintaining activity data such as meeting minutes, rules, budget/expenses, public requests, questions and concerns from the public, monument applications, and Requests to Inter (RTI)); c) the documentation and information content on the town's website will be updated and managed jointly with the town's IT manager (Amy also took an action to review and ensure consistency

between cemetery rules and Trustee membership by-laws); and d) the current process for landscaping and lot decorations enforcement will be rigorously implemented. The DPW Director expressed concerns related to cemetery ground maintenance and highlights sections at East Cemetery where the rules are not being followed.

- 4) Updates:** Several topics were briefly discussed, and a status update were provided. The repair of the broken Flores bench at East was made and the matter is closed. Chip Harris' crab apple tree at East may be saved and would be trimmed at Mr. Harris' expense. The placing of lot markers in East Section J will be discussed at the February Trustee meeting. The action to plant seven trees at East Section J was completed. The future placement of wreaths at Veteran lots at Church and possibly other cemeteries was briefly discussed. It was brought up that several factors need to be considered including a plan to remove the wreaths after 30 days, and what to do during storms.
- 5) Meeting Minutes:** Regarding previous meeting minutes, Marc made a motion seconded by Raul to accept the amended meeting minutes (see item 1 above) for the meeting held on December 22nd. The motion passed in the affirmative on a 3-0 vote. The August 19 minutes were approved in the affirmative on a 3-0 vote on a motion by Marc seconded by Amy.

The next two Cemetery Trustee meetings are scheduled for Saturday February 10 at Town Hall starting at 8:00 a.m.; and March 9 also at Town Hall and also starting at 8:00 a.m.

The meeting adjourned at 9:17 a.m. on a motion by Marc seconded by Amy and voted in the affirmative on a 3-0 vote.

Respectfully submitted,

Raul Blanche