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Hollis Cemetery Trustees

Meeting Minutes, April 14, 2024

The meeting was held at Hollis Town Hall, starting at 7:30 a.m. and ending at 10:00 a.m.

Trustees in attendance: Melinda Willis, Marc Squires, Amy Armstrong, and Raul Blanche. Also, in attendance was Ms. Susan Hsieh, the new Trustee in waiting. As of today, Susan had not yet been sworn as a Trustee so she could not vote on actions. Mr. Al Fulchino also attended as a member of the public. Melinda called the meeting to order at 7:30 a.m.

- 1) Election of Trustees** – After a brief discussion, the Trustees decided to re-elect the slate of Trustees in their current roles. As a result, on a motion by Raul seconded by Amy, Melinda, Marc, Raul, and Amy officially became Trustees for another term as Chair, Vice-Chair, Secretary, and Trustee, respectively. Susan did not vote since she first has to be inducted by the Town Clerk.
- 2) Video of Veterans Wreaths Ceremony at Church Cemetery:** During the Christmas season Mr. Fulchino and many citizens from Hollis participated in the wreath laying event at Church cemetery to commemorate the contributions made by Town of Hollis veterans buried at Church. Wreaths were laid at each known veteran monument. At the event, a 9-minute video was created. Mr. Fulchino requested that Cemetery Trustees consider and approve posting a link to the video on the Town's website. Mr. Fulchino will provide Amy a copy of the file. Amy will work with the Town Administrator to post the file.
- 3) Approval of monuments (flush marker) by Gate City Monument for E. Whittemore lot, and Hudson Monument for Kinsley lot:** Amy met with Bev to review the new monument proposals and approved the requests.
- 4) Vote to accept amended cemetery By-laws:** The current By-laws were reviewed and amended. The Trustees then voted 5-0 in the affirmative to approve the By-laws based on a motion by Raul that was seconded by Marc.
- 5) Review of administrative documentation information** - The Trustees spent time reviewing administrative spreadsheets for tracking requests, concerns, monument requests, and lot sales.
- 6) Update from Pioneer Tree Service – Questionable tree at East Cemetery:** Their inspection of the Crab Apple tree in question at the Chip Harris lot led to their recommendation that it be taken down since the Tree was deemed to be dead. Upon inspection of the general condition of East, they also recommended other services such as trimming and/or removal of numerous low-hanging and downed branches. Spencer from Pioneer Tree provided an estimate of \$2800 for

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such a service. Amy and Joan took an action to walk the grounds with Pioneer Tree and based on their findings, Amy recommended that Pioneer proceed with their proposal. Based on a motion by Amy seconded by Marc, the project was approved. Funds from the Special Projects budget line will be used. A letter to inform the impacted lot owners will be drafted and sent to them before the start of the project.

- 7) **Invoice approval process:** This topic was briefly discussed, and Marc suggested a streamlined way to leverage e-mails and an official signature stamp for him to use to sign invoices.
- 8) **Administrative use of landscaping enforcement letter:** This topic was tabled.
- 9) **Installation of section location markers in East Section J:** This topic was tabled
- 10) **Update on directional/informational signs for New J Section:** Susan took an action to create a Google-based map of Section J with annotated street names. In turn, this information would be loaded on the Cemetery Trustees web page.
- 11) **Inventory of Veteran Graves (Eagle Scout project?):** This topic was tabled.
- 12) **Inventory of Lot Sales and Remaining lots at North and East cemeteries and Review of Tracking Spreadsheets:** This information was provided in the new information tracking spreadsheets. This is critical in estimating and planning future cemetery expansions.
- 13) **Request to place bronze markers/ceremony – Sons of American Revolution at Church Cemetery:** This topic was tabled.
- 14) **Request (K. Zandi) for bushes at North Cemetery, not Grave specific:** This topic was tabled.
- 15) **Update on trees and bushes at East Cemetery:** This topic was tabled.
- 16) **Administrative use of landscaping enforcement letter – tabled from Feb 10th:** This topic was tabled.
- 17) **Other topics discussed not listed in Notice of Meeting agenda:** Raul took actions to 1) contact Medlyn Monument to schedule a start of the monument realignment of leaning monuments at Church, and 2) the Daughters of the American Revolution to schedule the start of the monument cleaning project also at Church. In addition, The Trustees discussed the need to clarify the rule regarding approval of monuments at lots. Amy will draft a letter to remind new lot owners that Trustee approval is required from Trustees prior to construction of the new monuments. Lot owners will be notified as well as monument

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companies. In support, Susan will research all monument companies in NH to create the list of companies that need to be informed.

- 18) Meeting minutes** - Approval of meeting minutes were:
- a. December 2nd, 2023 – Amy made a motion to approve seconded by Marc; Minutes were approved on a 4-0-1 vote.
 - b. December 2^{9th}, 2023 – Melinda made a motion to approve seconded by Marc; Minutes were approved on a 3-0-2 vote.
 - c. January 13th, 2024 – Amy made a motion to approve seconded by Marc; Minutes were approved on a 4-0-1 vote.
 - d. February 10th, 2024 – Amy made a motion to approve seconded by Marc; Minutes were approved on a 4-0-1 vote.
- 19) Future meetings** are scheduled as follows:
- a. Friday May 17 starting at 5:30 p.m. at East cemetery.
 - b. Friday June 14 starting at 5:30 p.m. at North cemetery.
 - c. Friday July 26 starting at 5:30 p.m. at Church cemetery.
 - d. Friday August 16 starting at 5:30 p.m. at South cemetery.

The meeting adjourned at 10:00 a.m. on a motion by Marc seconded by Amy and voted in the affirmative on a 4-0-1 vote.

Respectfully submitted,

Raul Blanche

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