



## CEMETERY TRUSTEES

Town of Hollis

10 Muzzey Road

Hollis, New Hampshire 03049

Tel. 465-2246 FAX 465-3247

## NOTICE OF MEETING

The Hollis Cemetery Trustees will meet Saturday, January 13<sup>th</sup>, 2024  
at 8:00am in the Town Hall Community Room.

### **MEMBERS OF THE CEMETERY TRUSTEES:**

Melinda Willis, Marc Squires, Raul Blanche, Amy Armstrong, and Lisa Schmalz

### **STAFF PRESENT:**

Joan Cudworth, DPW Director

### **New Business: NONE**

### **Old Business:**

1. Update Trust Fund Vouchers
2. 2024 Budget review & schedule
3. Improve Administration:
  - a. Cemetery Administration presence at Cemetery Trustee Meetings
  - b. Cemetery Administration Online Organization: minutes, rules, expenses, landscape bids/contract and budget YTD
  - c. Cemetery Administration online tracking: questions/concerns, monument applications, RTI requests
  - d. Invoice approval process
  - e. Administrative use of landscaping enforcement letter
4. Updates:
  - a. Monument concerns
  - b. Repair of broken bench
  - c. Crab Apple tree maintenance
  - d. Lot markers in Section J
  - e. Update to Cemetery By-laws

### **Reports:**

Expenditure & Revenue

### **Approval of Minutes:**

August 19<sup>th</sup>, 2023

December 29<sup>th</sup>, 2023

### **Next Meeting Date:**

February 10<sup>th</sup>, 2024 - Town Hall

March 9<sup>th</sup>, 2024 - Town Hall

### **Adjourn**

Posted: January 2024

Any person with a disability who wishes to attend this public meeting and needs to be provided with reasonable accommodations, please call the Cemetery Coordinator at (465-2246) at least 72 hours in advance so that arrangements can be made.