

Hollis Cemetery Trustees
FINAL

Meeting Minutes, August 18, 2018
Meeting held at South Cemetery, Hollis

Trustees in attendance: Melinda Willis, Raul Blanche, Marc Squires, Lisa Schmalz and Amy Armstrong. Melinda called the meeting to order at 7:34 a.m. at South cemetery.

- 1) **Review Congregational Church construction project** – The Trustees contacted the State AG office to discuss any concerns regarding the project plans and according to Terry Knowles, the writer of the RSA that guides and restricts the described infringement of the cemetery, the RSA would be violated. Attorney Tom Hildreth, a member of the Church Renovation project, disagrees with her findings based on a discussion with Tom Donovan also from the AG office. The Cemetery Trustees agree that it is the project's responsibility to address and resolve the differing interpretations and obtain official documentation of results. As such, the Trustees conveyed a letter to Tom Hildreth requesting from him a join letter from both Terry and Tom Donovan stating an agreed interpretation of the law that will be the standard moving forward. Without this letter, the project cannot move forward. With this letter the Trustees will move forward to support the Church's interests to the extent that the law allows.
- 2) **Review updated plans for the Howe lots** – The Trustees are waiting for Sharon Howe to provide feedback on how to divide among the Howe lots the quantity of interments to be allowed with specific locations within the lots. Documentation of trustees' conclusion in the affirmative, and recommendations regarding allowance for future burials at the existing Howe lots at Pine Hill cemetery will be provided to Ms. Howe in the coming weeks. This conclusion in the affirmative as well as any provisions and caveats will be documented.
- 3) **Grass Mowing at cemeteries** – It's come to the attention of the Trustees that the grass at cemeteries at East and North has been noted to be higher than normal. This is due in part to a high amount of rainfall and the fact that the last mowing was done during July 28-30. Marc took an action to coordinate with the landscaper and the Trustees administrative assistant to ensure future lawn mowing is done on a timely fashion specially before burials take place. We want to avoid unfortunate situations such as a scheduled mowing during a burial, or no mowing at all prior to a burial. A walk through South cemetery grounds confirmed the high grass state of the lawn.
- 4) **Signs at Pine Hill and East Cemeteries** – This topic was not addressed.

- 5) **Overgrown bushes at all cemeteries** – This topic was not addressed.
- 6) **Vote to allow a monument with the purchase of two lots in the E-East single lot section whereas four lots are required** – This case deals with a former Hollis resident that recently died and her best friend who lives in Hollis would like to place a monument in a two-lot (#207 and #257) section near the location of lots belonging to her family (#272-230, #277-280). The two lots were purchased, and the burial took place last week. A vote is needed for this special exception because current rules require the purchase of four lots in that section of the cemetery to allow placement of a monument. Lisa made a motion seconded by Raul to allow the placement of a normal size monument in lots #207 and #257. The motion passed on a 5-0 vote.
- 7) **Review and discuss request from Susan Lynch to purchase two lots in the two-lot monument section of East Cemetery for her parents who don't reside in Hollis** – Susan is a town resident and as such can purchase additional lots for purposes of burials of bodies and /or cremations of her parents. In addition, she can also consider cremations in lots already owned by her and her husband. Melinda will contact her to obtain clarity on her purchase and insure she understands all options available to her.
- 8) **Review and discuss request from Marcia Poulin to transfer ownership of Wilbert P. Farley lot in East, Section C, Lot 14 to herself to in turn, transfer it to her daughter** – The Trustees reviewed and discussed the Farley request. The Trustees agreed that the current ownership of the lot can be transferred. As such, Amy made a motion and Raul seconded to allow transfer of the right-to-inter of said lot at East from Wilbert Perry Farley to Marcia Bolton Poulin. The motion passed on a 5-0 vote.
- 9) **Approval of Cemetery Rules update** – The Trustees reviewed and discussed recent changes to the text. Melinda recommended, and the Trustees agreed to an additional change regarding the maximum number of lots that can be purchased by a resident family, and when the request exceeds the limit, the Trustees must grant permission. Melinda made a motion and Lisa seconded to approve the updated text as amended upon one final review by the Trustees.
- 10) **Approval of Meeting Minutes** – The July Meeting Minutes were reviewed and approved on a 5-0 vote based on a motion to approve by Marc that was seconded by Lisa.
- 11) **Review of Financial reports** – The Trustees agreed that the 2019 budget should be increased to pay for special projects to address specific needs such as monument repairs and alignment (at Church in particular), East expansion plans, and lawn care expenses. The Trustees plan to make this

recommendation to the town Selectmen at the next annual budget meeting during the fall 2018.

- 12) **Next Meetings** - Scheduled for Saturday September 22th at 4:00 p.m. at North; Saturday October 27th at 7:30 a.m. at East; and Saturday December 1st at 7:30 a.m. at the Town Hall.

The meeting adjourned at 9:26 a.m. at South cemetery on a motion by Amy that was seconded by Lisa. The motion passed on a 5-0 vote.

Respectfully submitted,

Raul Blanche