

Hollis Cemetery Trustees  
**FINAL**

Meeting Minutes, July 14, 2018  
Meeting held at Church, Pine Hill, and East cemeteries, Hollis

Trustees in attendance: Melinda Willis, Raul Blanche, Marc Squires, and Lisa Schmalz. Melinda called the meeting to order at 7:30 a.m. at Church cemetery.

- 1) **Review Congregational Church construction project** – The trustees met with several representatives of the Hollis Congregational Church to discuss their plan to build a handicap walkway and modify the entrance to the church from the east side of the existing building. The Church project representatives included Mr. Ed Wigfield, Mr. Drew Mason, Mr. Dennis Mire, and Mr. Tom Hildreth. The proposed modifications to the church building will include adding a new ramp entrance for handicapped parishioners. After their presentation several issues were discussed. The new construction would infringe on the cemetery's perimeter (within 25 feet) and will require partial elimination of an existing stone wall, as well as the taking down of two large trees, one of which is inside cemetery ground. Concerns include possible damage to existing monuments in the area surrounding the large 90-year-old tree, and removal of approximately 12 feet from the existing wall and disposition of stones that are part of the existing wall. Also, there could be unknown burials in the affected area. The project team plans to use ground penetrating radar to survey the impacted area and ensure no burials exist. If all approvals are obtained from the Trustees and the town, and sufficient funds are raised by the church community, this planned 1-year project could start during the spring and summer of 2019. Melinda will draft a motion to be reviewed and voted on by the Trustees. Additional details on the proposed construction project and processes to be undertaken can be found in the information packet provided to the Trustees for the meeting and available to the public through the Hollis DPW staff.
- 2) **Review updated plans for the Howe lots** – Melinda took an action to craft a summary of trustees' conclusions and recommendations regarding allowance for future burials at the existing lots at Pine Hill cemetery where Howe family members have been buried for well over 100 years. Specific locations within the lots will be identified. At the next meeting the Trustees will review the documented analysis, findings, considerations and recommendations. Once we agree and vote, we'll contact Ms. Sharon Howe to let her know the outcome.
- 3) **Signs at Pine Hill and East Cemeteries** – The trustees reconvened at Pine Hill at 8:28 a.m. for purposes of determining the general placement of the sign. Regarding signs, no additional information is available regarding directional signs at East.

- 4) **Overgrown bushes at all cemeteries** – Discussion on this topic was deferred.
- 5) **Discuss buying back cemetery lots without deeds and without knowledge of original purchase price; and relinquish the remaining eight lots in the Webster lot, Section B, lot 14 at East** – The Trustees discussed this request by Mr. Denis Webster Greene and agreed that there will be a cost to find the exact location of two existing burials and to move the existing monument. In the absence of deeds and or a receipt to indicate the exact price of purchase, it will be difficult to buy back the remaining lots.
- 6) **Review and discuss request by Mrs. Ellen Whitworth in lot numbers 507-508 and 559-560** – Trustees Melinda, Lisa and Raul reconvened at East at approximately 9:00 a.m. to do a quick walk around cemetery grounds as well as review the Whitworth request. We tentatively agreed to allow placement of a new monument as requested with the proviso that its placement be centered within the 4-lot area and any allowed flower plantings are to be done within 1 foot from the outer edge of the monument; furthermore, no evergreen plantings will be allowed next to the monument. A request for a maple tree planting will be denied due to its potential growth, the planting location is too close to the cemetery's periphery road, and that area is already too congested with nearby large trees. The request to allow burial of her husband's ashes in a railroad chest will be allowed. Melinda will craft a motion to be reviewed and voted on by the trustees.
- 7) **Approval of Meeting Minutes** – The June Meeting Minutes were reviewed and approved on a 4-0 vote based on a motion to approve by Lisa and seconded by Melinda.
- 8) **Next Meeting** - Scheduled for Saturday August 18<sup>th</sup> at 7:30 a.m., location to be determined.

The meeting adjourned at 9:45 p.m. at East cemetery on a motion by Melinda that was seconded by Lisa. The motion passed on a 3-0 vote.

Respectfully submitted,

Raul Blanche