

## Hollis Cemetery Trustees

### Meeting Minutes, June 11, 2017 Meeting held at Church Cemetery, Hollis FINAL

Trustees in attendance: Melinda Willis, Marc Squires, Raul Blanche, Amy Armstrong, and Lisa Schmalz. Melinda called the meeting to order at 7:35 AM. Raul left the meeting early at 8:11 AM due to a need to attend another engagement.

- 1) Approval of Meeting Minutes – All previous draft meeting minutes from February 25<sup>th</sup>, March 4<sup>th</sup>, April 1<sup>st</sup> and April 26<sup>th</sup> were approved as written. Following were the four motions:
  - a. February 25<sup>th</sup>, Marc made a motion to approve the minutes as written and Amy seconded. The motion was approved on a 4-0-1 vote.
  - b. March 4<sup>th</sup>, Lisa made a motion and Marc seconded. Motion passed on a 4-0-1 vote.
  - c. April 1<sup>st</sup>, Amy made a motion and Raul seconded. Motion also passed on a 4-0-1 vote. Finally,
  - d. April 26<sup>th</sup>, Lisa made a motion and Amy seconded. Motion passed on a 4-0-1 vote.
- 2) Review Lone Pine smallpox burial site – The Trustees reviewed an initial draft of a letter the Trustees plan to submit to the Hollis planning Board regarding the Trustees concerns and proposal for future action if-and-when the Lone Pine developers precisely locate the small pox burial site. Several areas of concern were discussed and will be included in the final version of these minutes.
- 3) Updated project on Howe burials at Pine Hill Cemetery – An independent review and documentation of historical records was initiated during the first week of June. This effort was motivated by the apparent conflicting facts of historical records maintained by the town versus the records of the Howe family representative, Ms. Sharon Howe. The objective of this effort is to clarify who is buried where within the Pine Hill Cemetery burial lots. This effort was originally motivated by the Howe family wishes to bury the ashes of a Howe family member and it was not clear that the lot in which they wanted to bury the ashes had available space and if it did, that they had to pay for the right to inter. However, in early May the town received notification from the Howe family that they had decided that it seemed too complicated to deal with ownership rights and fees associated with a burial at the cemetery in Hollis for Deborah's ashes, and therefore no longer planned to bury the ashes in Hollis. Nevertheless, the Trustees have decided to continue the research project to clarify and develop a timeline of all records to avoid future issues.

- 4) Tree planting program at East and North cemeteries – The Trustees discussed the planting of trees at East and North and watering challenges at North. It was agreed that this should be a long-term project starting with addressing the water challenges first. For planning purposes, Lisa and Amy took actions to contact well contractors to obtain initial bid estimates for drilling a well at North.
- 5) Review internments and available lots at East Cemetery for future expansion - The town maintains a farm lease of unused East Cemetery property with Lull Farm LLC. This lease is reviewed on a yearly basis. When the time comes that East will require additional lots, the lease will not be renewed and the land will be reused for cemetery expansion. The Trustees reviewed and approved continuation of the existing lease. However, as part of the discussion, the Trustees discussed the need for an expansion plan, given the relatively few lots remaining in existing space; and the option to hire an architect to design the expansion. Melinda took an action to plan a budget for the expansion.
- 6) Directional signs at East Cemetery - Marc will contact Classic Sign for some small designs for “Street names” on Rows and Avenues. Amy and Marc will discuss/create numeric system for how signs should be labeled.
- 7) Tree pruning at Church Cemetery - Discussion took place about the need for pruning a large tree at the entrance to Church on the parking lot side. Amy took an action to contact Carlson Tree service to receive a quote for pruning, and for possible cleanup of scrub brush along the stone wall.
- 8) Broken stones at Church Cemetery – During a walk through the grounds the Trustees noticed two broken stones: “Hannah Brown” (back from gate to left)- cracked at base/bottom left; and “Elizabeth”? (at far corner)- stone lying on ground. Raul will contact Mr. Richard Medlyn of Medlyn Monument, to come up with a budget and plan for monument repairs and stone alignments at Church.
- 9) Other topics - Trustees reviewed and discussed several topics including a concept to place corner markers in cemeteries, but determined this was unnecessary now. Also, Marc will reach out to Biospray to determine when spraying for wasps/poison ivy is to occur as well as keeping in close contact with landscaper about any issues and/or concerns. Regarding the expenditure report, the Trustees reviewed it and noticed expenditures are on track as expected.

The meeting adjourned at 8:45am.

Respectfully submitted,

Raul Blanche and Amy Armstrong