

## **Hollis Cemetery Trustees**

### **FINAL**

Meeting Minutes, November 3, 2018

Meeting held at Town Hall, Hollis

Trustees in attendance: Melinda Willis, Raul Blanche, and Lisa Schmaltz. Melinda called the meeting to order at 8:20 a.m.

- 1) **Approval of Cemetery Rules update** – The Trustees reviewed and approved all the suggested changes to the cemetery rules, on a 3-0 vote. Melinda made a motion to approve the amended rules as written, seconded by Lisa. A topic of discussion was the inclusion of text that documents the requirement to place markers at all lots that identify who is buried and/or who's remains are placed in said lots. The additional cost burden of this requirement is being questioned as being too high or excessive. The Trustees will investigate if and how potential costs can be reduced.
- 2) **Review Congregational Church construction project** – The planned project seeks to allow increased use of the hall at the church in addition to creating a safer exit for handicapped people in case of an emergency. Therefore, sprinklers and/or improved egress from the building would be needed. The envisioned exit ramp design which would infringe on the cemetery grounds may need to be modified. Since last month, the Trustees are still waiting for the town attorney's written opinion on interpretation of the RSA Essential Service clause and whether it is being violated. This input is needed before a meeting with Selectmen and the Fire Chief is scheduled to discuss the request and obtain their approval on the existing construction plan exception.
- 3) **Review of Financial reports** – The 2019 budget of \$50,741 was approved by the Selectmen at their October 29<sup>th</sup> meeting. The increased amount was based on plans to repair and align monuments at Church cemetery, conduct a survey for East cemetery expansion, provide for water supply and tree plantings at North, and continue grub control and grass seeding at all cemeteries.
- 4) **Signs at East Cemetery** – The Trustees discussed the proposal for 12 signs at a cost of \$6890 including \$1600 in labor to install all 12 signs, three at entrances to the cemetery and the other nine to mark the cemetery avenues. Classic Signs Inc. is the vendor. To start the project this year we need to determine how the project will be paid. A portion will come from the perpetual care trust fund while the rest will come from remaining funds in other budget line items such as monument repair and lawn care that may not have been fully spent. The signs will be placed on pressure treated wood posts with cedar sleeves plus copper tops.

- 5) **Review updated plans for the Howe lots** – Not much progress has been made since the last meeting. This is work in progress. After the recently surveyed map is marked with the desired locations of planned burials, the Trustees will review, discuss and approve the burial plan as soon as the next meeting. Documentation of trustees' conclusion in the affirmative, and recommendations regarding allowance for future burials at the existing Howe lots at Pine Hill cemetery will then be provided to Ms. Howe and her family.
- 6) **Review and discuss a request to allow transfer of Right of Interment from Wheeler to Wayne Partington** – The Trustees reviewed documentation on the request. Melinda approved the request by signing the Transfer of Right-to-Inter form, dated 11-2-2018.
- 7) **Review and discuss a request to allow transfer of Right of Interment from Herman Stickney Sr. to Herman Stickney Jr.** – The Trustees reviewed documentation on the request. Melinda approved the request by signing the Transfer of Right to Inter form, dated 11-2-2018.
- 8) **Discuss tree trimming/removal at Pine Hill Cemetery** – This task could be done either during late November 2018 or in early spring 2019. We plan to investigate whether this task can be done as a Scout project or by Interact volunteer students working with the Rotary.
- 9) **Discuss options for disposal of floral containers after burials** – The Trustees discussed the topic and feel that a good option is for the vases/containers be gathered and brought to the transfer station.
- 10) **Create a schedule to trim and pull unkept bushes** – During early spring 2019, the Trustees will walk the East and North cemeteries and will mark the bushes that need trimming and/or disposal. The level of effort and cost will be discussed with the landscaper.
- 11) **Approval of Meeting Minutes** – The August Meeting Minutes were approved on a 3-0 vote based on a motion to approve by Lisa and seconded by Melinda.
- 12) **Next Meeting** - Scheduled for Saturday December 1<sup>st</sup> at 7:30 a.m. at the Town Hall.

The meeting adjourned at 10:12 a.m. on a motion made by Lisa and seconded by Malinda. The motion passed on a 3-0 vote.

Respectfully submitted by Raul Blanche