

Hollis Cemetery Trustees

FINAL

Meeting Minutes, December 1, 2018

Meeting held at Town Hall, Hollis

Trustees in attendance: Melinda Willis, Marc Squires, Raul Blanche, Amy Armstrong, and Lisa Schmalz. Melinda called the meeting to order at 7:35 a.m.

- 1) **Update of Howe lots at Pine Hill Cemetery**– The Trustees reviewed a drawing of the Pine Hill section that contains the Howe lots. The drawing, prepared by R. Ouellette Associates, highlighted the Howe lots and each was subdivided into 2.5 feet by 4 feet sublots. Identifying the sublots will allow tracking of future cremation burials. This is the information the Trustees needed to approve future burials by the Howe family. In support of this decision, Marc made a motion, seconded by Lisa to accept the drawing proposal for lot demarcation that shows all possible 2.5 feet by 4.0 feet cremation lots for Howe family lots 31 through 35. The motion passed unanimously on a 5-0 vote.
- 2) **East Cemetery expansion** - Reggie Ouellette also presented an initial survey / topographical drawing of the remaining two sections of East cemetery, called Woodland and Orchard respectively. It highlighted the slopes of each section, existing corners and existing stone walls. The next step on this project will be to design the new segment of the cemetery to look and feel consistent with the existing populated sections.
- 3) **Signs at East Cemetery** – The Trustees discussed the exact location of where to place each sign within each of the designated street intersections. Once this was done we then determined if the nearest lot to the placement was a perpetual care lot. This would allow funding for the particular sign from perpetual care funds. This step is necessary to determine the portion of the total project cost that will be paid by perpetual care funds and the portion that will be paid from the 2018 budget. Use of perpetual care funds requires approval of motions. Therefore, Melinda made a motion seconded by Raul to approve a disbursement of Perpetual Care Trust funds, \$2052, to pay for road signs in East Cemetery totaling \$3454. (\$3454 corresponds to one half the total cost for the project.) The Trustees voted in the affirmative on a 5-0 vote.
- 4) **Motion to approve other disbursements from Perpetual Care Trust funds** -Three motions were made to use Perpetual Care Trust funds to pay a portion of total costs associated with several lawn treatments. Following are the three motions:

- a. Raul Blanche offered a motion and Melinda Willis seconded it to approve a disbursement of Perpetual Care Trust funds, \$3,627.26, to pay for over-seed treatments totaling \$6,840.00. The Trustees voted in the affirmative, unanimously on a 5-0.
- b. Melinda Willis offered a motion and Marc Squires seconded it to approve a disbursement of Perpetual Care Trust funds, \$972.34, to pay for fertilizer treatments totaling \$2,410.00. The Trustees voted in the affirmative, unanimously on a 5-0.
- c. Marc Squires offered a motion and Lisa Schmalz seconded it to approve a disbursement of Perpetual Care Trust funds, \$1,286.52 to pay for grub treatments totaling \$3,683.00. The Trustees voted in the affirmative, unanimously on a 5-0.
- d. Lisa Schmalz offered a motion and Amy Armstrong seconded it to approve a disbursement of Perpetual Care Trust funds, \$2,106.65 to pay for road signs in East Cemetery totaling \$3,454.00. The Trustees voted in the affirmative, unanimously on a 5-0.

The Trustees agreed to invite to a future meeting the Trustee of the Trust funds to provide an update on the withdrawal of funds process and the fund amount that remains in the trust fund that would be available for future funding requirements.

- 5) **Review of Financial reports** – The report was reviewed to determine amount of funds available for payment of existing bills and determine if any funds remain and if there is a need to encumber funds for next year's expenditures.
- 6) **Approval of Meeting Minutes** – The September 22nd Meeting Minutes were approved on a 4-0-1 vote based on a motion to approve by Amy and seconded by Marc. The November 3rd Meeting Minutes were approved on a 3-0-2 vote based on a motion to approve by Lisa and seconded by Raul.
- 7) **Future Meetings** – The next three regularly scheduled meetings will be held on Saturday January 19th at 7:30 a.m. at the Town Hall; similarly, on Saturday February 23rd and Saturday March 23rd.

The meeting adjourned at 9:33 a.m. on a motion made by Lisa and seconded by Amy. The motion passed on a 5-0 vote.

Respectfully submitted

Raul Blanche