

Hollis Cemetery Trustees
FINAL

Meeting Minutes, January 19, 2019 &
January 21, 2019

Meetings held at Town Hall, and at Congregational Church Hollis, respectively

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 discussed the need to draft a letter to the Howe family that summarizes the results of the project, and associated cost for surveying and researching related to the assigning of specific internment locations within lots for future cremations.
- 2) **Signs at East Cemetery** – Amy and Lisa provided a brief update. Signs are being constructed and installation will happen in the spring, 2019. Only half of the full cost amount has been paid as down payment.
- 3) **Perpetual Care Update** - The Trustees agreed to invite Warren Coulter, Trustee of the Trust funds to the February meeting to provide an update on the withdrawal of funds process and the fund amounts that remain in the trust fund, potentially available for future projects. In addition, there is a need to update the database to eliminate inaccuracies in the specific amounts by lots. The objective is to standardize the calculation of the proportion used to fund for cemetery projects.
- 4) **2019 Budget** – This topic was not discussed.
- 5) **New Business** –
 - a. **Plowing at East / North cemeteries.** Melinda drafted a letter to officially request DPW plow support for East and/or North. Apparently until now there has not been an official request on file to have DPW plow the roads within a cemetery. Until now this has been done on a volunteer basis.
 - b. **Landscaping bids.** This topic was not discussed.
- 6) **Congregational Church Modernization Project** – The Trustees discussed their understanding of what is known or perceived regarding the Church modernization project, informed in part from the Church's presentation to the Hollis Selectmen on January 14th at a regularly scheduled Selectmen's meeting.
The selectmen's January 14th meeting was also attended by Trustees, Willis, Schmalz, and Blanche. The Church's presentation discussed their plans and their interpretation of the cemetery encroachment issue, and how they

would approach resolving it. An approval of the project by the Selectmen and the Cemetery Trustees is required to obtain a waiver of existing RSA 289:3.

The Trustees January 19th meeting was temporarily adjourned at 8:45 a.m. and reconvened at the Church at 2:00 p.m. to obtain additional insight on their plans, and answers to remaining questions. Trustees Willis, Squires and Blanche attended the second session of the Trustees' meeting. The trustees were presented with a detailed presentation and background on the project, were given a tour, and answers to how critical issues on cemetery encroachment will be addressed. This session concluded at 4:00 p.m. and the Trustees meeting was again suspended until it reconvened on Monday morning, 21 January at 7:30 a.m.

The Trustees reconvened to obtain a sense of their approval for the project and any conditions, if any. After much discussion on what is known regarding the construction / modernization plans, process, timing, etc., the Trustees drafted and acted on a motion.

Raul Blanche proposed, and Lisa Schmalz seconded a motion as follows:

With regard to RSA 289:3, the proposed excavation and/or new construction on current cemetery land and within 25 feet of its boundary, as proposed by the Hollis Congregational Church Building Our Vision team (HCC BOV), has been determined to meet the requirement of essential services definition for life safety as interpreted by Hollis Fire Chief Rick Towne, including but not limited to the requirement for egresses to be at grade level for the entirety of the egress, and thus the design as proposed necessitates an exception to RSA 289:3.

With the following stipulations:

- 1. Regarding the stone wall, precise measurements on the amount of stone wall which will be distributed during construction and what amount will be replaced are to be provided. The timing of the removal of the wall must be coordinated with the Cemetery Trustees as the removed portion will be repatriated to a project at East Cemetery.*
- 2. Documentation regarding the church's desire to bury the existing overhead utility wires needs to be provided and approved by the Cemetery Trustees so we may propose an exception to RSA 289:3.*
- 3. Per the request of the BOV in the proposed plan, we grant permission to remove the tree at the northeast corner of the church building. The stipulations as put forth in bullet 6 below must be of particular concern as the tree is removed.*
- 4. With respect to removal of the gate at the northeast corner, we grant permission to proceed and relocation of the gate is to be determined by the*

Hollis Cemetery Trustees.

5. *If during construction any human remains are discovered or disturbed, appropriate protocol must be followed including but not limited to a) immediate cease and desist of construction, b) notification to the Hollis Cemetery Trustees, and c) notification to the State Archeologist.*
6. *If any gravestones or markers are distributed or broken during construction, the church assumes total responsibility for restoration at the direction of the Hollis Cemetery Trustees.*

In conjunction with this project, the Hollis Cemetery Trustees and the Hollis Congregational Church agree that we will work together in good faith in order to establish official and recorded boundaries between the two properties in accordance with RSA 472. It is necessary to hire a professional and licensed surveyor to complete this work, the cost of which shall be split equally between the Church and the Town of Hollis. This needs to be dually recorded with both the State and the Town.

The motion passed on a vote of 3-0-2 as Marc and Amy abstained due the fact that they are both members of the congregation.

- 7) **Approval of Meeting Minutes** – Approval of meeting minutes was postponed until the next scheduled meeting.
- 8) **Future Meetings** – The next two regularly scheduled meetings will be held on Saturday February 23rd and Saturday March 23rd.

Respectfully submitted

Raul Blanche