

Hollis Cemetery Trustees
FINAL
Meeting Minutes, February 23, 2019
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. The meeting was also attended by Mr. Warren Coulter, Trustee of Trust Funds; and Mr. Roger Saunders, representative of the Hollis Congregational Church.

- 1) Church Expansion project review and discussion of a draft proposal for a new boundary line agreement** – Mr. Saunders attended the meeting to provide background and context for a proposed Boundary Line Agreement between The Congregational Church of Hollis New Hampshire and the Town of Hollis New Hampshire. This draft agreement had been presented electronically by the Congregational Church directly to the Town of Hollis (without any prior coordination with the Cemetery Trustees, inconsistent with our prior agreement), to request approval and signature by the Selectmen at a future meeting. The Trustees expressed concern and disappointment that the Church input was not pre-coordinated with the Trustees prior to submission to the Selectmen. This appeared to be an end-around (perhaps unintentional) step.
Specifically, the Church is seeking to encroach into existing cemetery boundary line at least two (2) feet to create an official existing boundary that would allow maintenance and/or modifications of the church building including staging for the equipment and material required. Because the Trustees were not directly notified of the Church's intentions prior to our meeting, the Trustees were not able to achieve consensus on what action to take. As a result, the Trustees need to review the proposed contract with the Town of Hollis Selectmen and town council on proper action to take in the best interest of the Town of Hollis. The boundaries will be surveyed and marked to obtain background and additional information to help inform future decisions.
- 2) Recap of Howe lots demarcation and burial capacity project at Pine Hill Cemetery** – The Trustees did not discuss this topic.
- 3) Perpetual Care Update** – Mr. Warren Coulter, Trustee of the Trust funds, is entrusted with management overview of Town of Hollis trust funds. Regarding the cemetery Perpetual Care (PC) fund, Mr. Coulter provided an overview of the data he maintains, and the process he follows for determining what amount of PC funds can be applied for purposes of paying for cemetery-wide projects. He maintains a very comprehensive excel spreadsheet that lists funds available by family name and number of lots per name. The Trustees' objective is to understand how the Perpetual Care fund operates and how it is to be used to help pay for portions of future cost on

cemetery projects. The state of New Hampshire requires that perpetual care donations be preserved in a trust fund. Currently the PC trust fund has approximately \$281,900 in principal that has generated approximately \$63,000 in income resulting in a total amount of approximately \$345,000. For CY2018, \$9,700 income was earned. Out of the \$9,700 available for expenditures, \$3,200 was spent on grub treatments and cemetery street signs at East, and \$1,200 was spent on Trust fund related fees. In addition, cemetery General Care funds available totaled \$46,555 at the end of CY2018.

- 4) Approval of Meeting Minutes** – Lisa made a motion and Amy seconded to approve the January 19th meeting minutes. The motion passed in the affirmative on a 5-0 vote. Regarding the December 1st meeting minutes, Amy made a motion seconded by Marc to approve the minutes. It also passed in the affirmative on a 5-0 vote.
- 5) Landscaping bids.** The Trustees agreed to contact several lawn care companies and invite them to bid on the 2019 lawn care contract. The planned schedule is for them to submit their bids by 19 March and attend an interview with the Trustees at the next scheduled meeting on the 23rd of March at the Town Hall.
- 6) Attendance at Upcoming New Hampshire Cemetery Association (NHCA) Meeting** – Beverly Hill, the Trustees administrator, requested the Trustees approve her attendance at an upcoming NHCA meeting to allow her to represent Hollis. Her attendance will require a fee of \$20.00. The Trustees approved her request unanimously on a 5-0 vote on a motion by Melinda that was seconded by Marc.
- 7) 2019 Budget Discussion** – This topic was not discussed.
- 8) Future Meetings** – The next scheduled meeting will be held on Saturday March 23rd.

The meeting adjourned at 9:20 AM on a motion by Amy that was seconded by Raul.

Respectfully submitted,

Raul Blanche