

**Hollis Cemetery Trustees**  
**FINAL**  
Meeting Minutes, May 4, 2019  
Meeting held at East Cemetery, Hollis

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

- 1) Cemetery rules discussion and update** – The Trustees felt this was better suited for a final working session with a laptop later this year when the Trustees meet indoors at the Town Hall. The rules have been recently updated and are up to date.
- 2) Draft letter for rule changes at EAST/North** – See item 1.
- 3) Discuss request for documentary filming at Pine Hill Cemetery** - There was no supporting material in the Trustees' packet about this request. However, the Trustees voted 4-0 on a motion by Marc seconded by Amy to deny the request per previous similar actions to deny filming at cemeteries. No filming will be allowed.
- 4) At North cemetery, discuss tree marking for removal** – To address this topic, the Trustees need to conduct an onsite discussion to determine the extend of the project, and which trees will need to be removed.
- 5) Posting of cemetery rules in East and North cemeteries** – The Trustees agreed that rules should be available only online, and voted to support this position on a 4-0 vote based on a motion by Lisa seconded by Marc.
- 6) Confirm planting measurements** – The Trustees walked the grounds at East and agreed that the cemetery looks to be in excellent condition. However, at several grave sites the Trustees noted the substantial, excessive overgrowth of shrubs. The Trustees had extensive discussion on possible courses of action and determined that additional discussions among the five Trustees need to happen. The Trustees are tending to not allow any more pine shrubs but need to define what that means. The Trustees also need to decide if removal of shrubs that are covering graves or markers is warranted. Additional discussion and decision on course of action is necessary.
- 7) Shrub removal at East** – See item 6 above.
- 8) Future Trustee meetings** - Melinda, Raul, and Lisa will be meeting at 5:30pm on May 21 at North to discuss tree situation and then move on to East and will be joined by Amy and Marc around 6:30 to conduct a pre-Memorial Day clean-up. The next official Trustees meeting in June is tentatively planned for the 29.

- 9) Church Expansion project update and review** – Work is proceeding on defining official lot boundaries. The Trustees received background material dating back to 1925 that helps provide context for the new official lot line. An existing issue is that several grave site monuments were removed from their designated location on a previous church building expansion and were never placed back in their original location.
- 10) Discuss new East directional signs** – Amy, Melinda, and Lisa will meet at East sometime during May to discuss an existing 9th/10th Ave sign issue regarding their current locations and demarcation. Relocating of at least two of the signs may be required.
- 11) Approval of Meeting Minutes** – Lisa made a motion and Amy seconded to approve the March 23rd meeting minutes. The motion passed in the affirmative on a 4-0 vote.
- 12) 2019 Budget update** – The Trustees noted that the line item for lawn maintenance has been increased as requested to cover the increased cost of the 2019 lawn care contract.
- 13) Discuss 2019 projects** – This topic was not discussed.
- 14) Other issues** –
- a. Damage of monuments at South and Pine Hill cemeteries - Raul took an action to contact Medlyn Monument to request repairs for two monuments, one at South and one at Pine Hill.
  - b. Maintenance of cemeteries before Memorial Weekend - Marc will call Sam (landscaper) to remind him about Memorial Day guidelines.
- 15) Request to clean grave monuments at North** - Bev received a request from Mr. William Wood to allow him to clean the Wood family grave monuments at North sometime during June 2019 (at least two monuments). In his request Mr. Wood indicated that he has performed the cleaning procedure he described in his request e-mail at least 40 times around the country where many of his ancestors are interred. The Trustees conditionally approved the request on a 4-0, on a motion by Marc, seconded by Raul with a condition that Mr Wood and/or whomever is responsible for the cleaning of his family's monuments be responsible for any damages to the stones, meaning that if during cleaning, a monument is damaged and/or broken, they Mr. Wood will be responsible for fixing them.

The meeting adjourned at 8:38 a.m. on a 4-0 vote based on a motion to adjourn by Lisa seconded by Amy.

Respectfully submitted, Raul Blanche