

**Hollis Cemetery Trustees**  
**FINAL**

Meeting Minutes, September 28, 2019

Meeting held at South Cemetery starting at 7:30 a.m.

Trustees were in attendance: Lisa Schmalz, Marc Squires, Amy Armstrong and Raul Blanche. Meeting was called to order at 7:30 a.m.

- 1) **Discuss aerating and seeding bids for cemeteries** – The Trustees reviewed and discussed two bids submitted by contractors. Although the bids covered all cemeteries, the Trustees agreed that at least initially, during the fall, 2019, resources should be focused on East and North, the two active cemeteries. As a result, the Trustees agreed to award a contract to Preferred Landscaping. Amy made a motion “to accept a bid from Preferred Landscaping, submitted on 24 September 2019, for aerating and seeding at East and North for the amount of \$10,279.72.” Raul seconded the motion which passed in the affirmative on a 4-0 vote.
- 2) **Discuss snowplowing at East and North cemeteries** – This topic was briefly discussed at the meeting and the Trustees decided to table it for a future meeting.
- 3) **Consider installing gates at Church cemetery** – The Trustees discussed the request by the Church Renovation Committee, to install gates at the entrance by the east side of the church, in the area where the Church renovation project will focus. Specifically, the Church is redoing monument park and are wondering if the Trustees are interested in putting in a gate near the Stickney property line. Such gate would invite additional traffic into cemetery grounds. The Trustees do not want to encourage pass-through traffic. Purposeful traffic is great, but pass-through traffic may lead to careless damage to very old, “fragile” monuments. As a result, the Trustees unanimously agreed that due to preservation and safety concerns, they would not pursue this topic further.
- 4) **Review the estimate of repair for Church Cemetery wall** – The Trustees unanimously agreed that they are not involved because the person responsible who accidentally drove into the wall from the church/library parking lot, has agreed to pay for damages to the wall. The Trustees will review repairs to ensure they are done to the proper level of satisfaction to the Trustees and the Town of Hollis.
- 5) **Discuss protocol under RSA 290:24 for RTI transfers** – The Cemetery Coordinator has received several requests to bury family members, none of which can prove ownership/burial rights. She contacted Jeff Snow from Edgewood Cemetery and Mike Horne, Secretary for the NH Cemetery Association who runs the Cemeteries in Hooksett, for direction on how they handle such requests. The Trustees also reviewed a discussion input provided

by Trustee Willis on how to handle such requests. Melinda suggests the Trustees see a family tree before they can approve a burial(s). In the past the Trustees have required that the living family members decide amongst themselves who will become the owner, have everyone else in the family sign off, and then that representative of the family says yay or nay to future burials. It is this process (or probate court) that needs to be followed. The email from Jeff Snow appears to be ~~de~~ similar to our existing process, except not quite as formal and he doesn't require new ownership, just general family approval for a burial. After some discussion, the Trustees agreed to stay with our current process:

- a. Receive a family tree;
- b. Family determines who will "own" right to inter;
- c. We make clear that others can be buried (the point-of-contact person manages the lot); and
- d. Receive paperwork from family to assign the lot(s) to one member.
- e. A listing of who would like to be buried in the lot in the future needs to be provided as well.

**6) Review grave marker price list** – This topic was tabled and will be discussed at the next Trustee meeting. However, in her absence, Melinda submitted the following suggestion: "My suggestion is that these markers are a minimum –a family can substitute with a nice flat stone marker. The cost of the marker can be added into the burial fee. A marker must be delivered to the DPW prior to the burial, or the default marker will be placed."

**7) Discuss 2020 Budget proposal** – Upon review of a proposed draft, Marc made a motion to add \$6,000 to line item 01-4195-0-651 CEM – Lawn Treatments, thus increasing the total request for this item to \$13,500, and the total budget to \$77,741. This will be needed to pay for the planned aerating and seeding of all six cemeteries during 2020.

**8) Repair signs at East cemetery** – Amy held discussions with the contractor that installed the signs and posts, and a course of action was proposed. To implement it, an additional \$500 is required. As such, Mark proposed, and Lisa seconded to approve spending \$500 from the Special Project line (01-4195-0-552 CEM). The motion carried on a 4-0 vote.

**9) Continue denoting plants for removal in East** - Melinda will draft a letter for lot owners regarding upcoming plant removal. (At this point – maybe the letter should go out late winter and plant removal in the early spring.) Discussion on cost implications will determine if Hollis DPW will do the removals or a hired contractor?

**10) Approval of August Meeting Minutes** – Marc made a motion, seconded by Lisa, to approve the August 10<sup>th</sup>, 2019 meeting minutes.

**11) Future Trustee meetings** – The next meeting is planned for Saturday November 16<sup>th</sup>, at the Hollis Town Hall starting at 7:30 a.m.

The meeting adjourned at 8:31 a.m. on a 4-0 vote based on a motion to adjourn by Amy seconded by Marc.

Respectfully submitted,

Raul Blanche