

Hollis Cemetery Trustees
FINAL

Meeting Minutes, November 16, 2019

Meeting held at Hollis Town Hall starting at 7:30 a.m.

Trustees who attended: Melinda Willis, Lisa Schmalz, and Raul Blanche. Meeting was called to order at 7:35 a.m.

- 1) Request for replacement or repair flush marker at North Cemetery** – The Trustees reviewed and discussed the merits of this request, to repair and or replace the damaged marker, and for the Town of Hollis to pay for it. As a result, Lisa made a motion to have the town of Hollis pay an amount not to exceed \$700.00 for repair or replacement of the existing damaged marker at North Cemetery with a similar style marker. Raul seconded the motion which passed on the affirmative on a 3-0 vote. Melinda took an action to investigate how the amount should be expensed, from perpetual care? or from the monument repairs line item from the current budget?
- 2) Burial Request from Mr. Malcolm Butler** – The Trustees discussed the request and determined the next step in the process. The family of Malcolm Butler needs to determine who will be the designated “owner” and then prepare a notarized package that 1) identifies the principal representative and owner for the family and 2) include notarized signatures of all other living descendants agreeing on who the principal representative will be. Once this is done and the package is in our hands, the burial can proceed. The Trustees had reviewed the family lineage material presented that showed the family tree. It is likely that the cremains will be buried during the spring of 2020.
- 3) Review size criteria for monuments on remainder of single lots at East Cemetery** – This topic was tabled for a future meeting.
- 4) Discuss/Review rules and regulations per changes** – This topic was tabled for a future meeting.
- 5) Approve Heritage Stoneworks to repair Church Cemetery wall** – Melinda made a motion to approve repairs of the existing damage to the west side wall of Church Cemetery in accordance with the proposal submitted by the contractor, and to be paid by the individual responsible for the damages to the wall. Lisa seconded the motion. The motion passed in the affirmative on a 3-0 vote.
- 6) Finalize grave marker requirements** – This topic was also tabled and will be discussed at a future Trustee meeting.
- 7) Discuss 2020 Budget proposal** – The Trustees reviewed the current budget including current and planned expenses for the remainder of the calendar

year 2019 and discussed future plans and needs. As a result, it was determined that the 2020 budget needs to be increased from the current amount of \$71,741 to \$80,141 to accommodate the projected increased expense of lawn maintenance. Also, the Trustees noted that the income received during 2019 from sale of lots will be applied toward the East expansion Trust fund. Discussion on this topic was tabled for a future meeting.

The Trustees made the following motions as follows:

- a. To raise the total 2020 budget from \$71,141 to \$95,141 to accommodate expected expenses (see item c below). Melinda made a motion that was seconded by Lisa. The motion carried on the affirmative on a 3-0 vote.
- b. To Encumber up to \$2,450 toward payment of monument repairs at Church Cemetery during spring 2020. Raul made a motion seconded by Lisa. It passed in the affirmative on a 3-0 vote.
- c. Based on the September meeting minutes, Lisa made a motion seconded by Melinda to re-assign the proposed \$6,000 from line item 651 in the budget to line 549. In addition, Melinda made a motion to increase the budgeted amount in line 549 from \$6,000 to \$15,000. Lisa seconded and it passed on a 3-0 vote. This would bring the total budget to \$95,141. Approximately \$20,000 of the budget will be paid from trust funds as needed.

8) Continue denoting plants for removal at East – Lisa and Melinda walked portions of East Cemetery and recorded what needs to be done regarding trimming and/or removal of trees and bushes. Specific inspected sections of the cemetery were C, F, G, H, and I. Funds to pay for the eventual removal and trimming will be assigned from the Maintenance or Special Projects line items of the Trustees operating budget.

9) Approval of July and September Meeting Minutes – The July meeting minutes were approved on a 3-0 vote based on a motion by Lisa seconded by Melinda. The amended September minutes also were approved on a 3-0. Lisa had made a motion to approve seconded by Melinda.

10) Future Trustee meetings – The next meeting is scheduled for Saturday December 14th, at the Hollis Town Hall starting at 8:00 a.m.

The meeting adjourned at 9:35 a.m. on a 3-0 vote, on first and second motions by Melinda and Lisa.

Respectfully submitted,

Raul Blanche