

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

Meeting Minutes, December 14, 2019

Meeting held at Hollis Town Hall starting at 8:00 a.m.

Trustees in attendance: Melinda Willis, Lisa Schmalz, Marc Squires, Amy Armstrong, and Raul Blanche. Meeting was called to order at 8:00 a.m.

- 1) **East Cemetery expansion planning** - This topic was tabled and will be discussed at the next meeting.
- 2) **Review 2020 budget proposal** – The Trustees reviewed the operating budget's expenditure report in terms of what has been spent to date and 2019 remaining balances that could be encumbered for monument repairs during 2020. The plan is to start realigning monuments at the Church Cemetery to ensure monuments are not in danger of braking. In addition, Melinda provided feedback on a discussion she had with the town's business administrator regarding budgets of all Town of Hollis departments for 2020. There was a decision by the Selectmen that all budget increases will be limited to 2% above 2019 budgets. The significance of this decision for the Cemetery Trustees is that the planned operating budget increase for 2020, which at the last meeting was approved to be \$8,400, is much larger than the \$1,435 allowed under the town administrator's guidance. As a result, Melinda took an action to meet and discuss this situation with the town administrator and hopefully resolve the discrepancy via accepted courses of action. See the November 16<sup>th</sup> Meeting Minutes for additional details on planned expenditures during 2020. The motions taken then are also included herein for reference.
  - 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 (operating budget, encumbrances, and Trust fund transfers). Approximately \$20,000 of the budget will be paid from trust funds as needed.

- 3) Review and vote on reviewed and updated Cemetery Rules and regulations** – The Trustees reviewed and discussed proposed changes to the cemetery by-laws. These changes deal mostly with monument damage, and placement of monuments within lots. The purpose of these changes is to clarify what is the Town's cost responsibility versus the owners. Proposed changes to the text will be finalized and voted on at the next Trustee meeting. In January 2020.
- 4) Approval of November Meeting Minutes** – The meeting minutes were reviewed and approved without changes on a 3-0-2 vote based on a motion by Lisa, seconded by Raul.
- 5) Future Trustee meetings** – The next three meetings are scheduled for Saturday January 11<sup>th</sup>, Saturday February 8<sup>th</sup>, and Saturday March 28<sup>th</sup> at the Hollis Town Hall starting at 7:30 a.m.

The meeting adjourned at 9:25 a.m. on a 5-0 vote, based on a motion by Marc that was seconded Amy.

Respectfully submitted,

Raul Blanche