

Hollis Cemetery Trustees

Meeting Minutes, April 14, 2018
Meeting held at Town Hall, Hollis
FINAL

Trustees in attendance: Melinda Willis, Raul Blanche, Amy Armstrong, and Lisa Schmalz. Melinda called the meeting to order at 7:40 AM. This meeting was originally scheduled for March 24th but it was postponed due to weather.

- 1) **Election of Officers** – Lisa made a motion to continue all trustees in their same roles as follows: Melinda Willis, Chair; Marc Squires, Vice Chair; Raul Blanche Secretary; Amy Armstrong Trustee, and Lisa Schmalz, Trustee. Amy seconded the motion which passed unanimously on a 4-0 vote.
- 2) **Howe papers** – Since the last Cemetery Trustees meeting, Ms. Sharon Howe made available for our review over a dozen documents, drawings, and letters that provide a historical perspective, insight, and amplification on Howe family lots at Pine Hill cemetery. This information will be reviewed by the Trustees and will be combined with results from the planned survey of markers at Pine Hill cemetery to determine and verify lot boundaries and markers, and help confirm / establish current quantity of burials and best estimation of how many additional burials are to be allowed in the future. In addition, the papers provided by Sharon Howe could add insight into determining proof of lot ownership. Once all this information is reviewed, a decision will be made on courses of action regarding determination of lot ownership, determining any additional costs if any to the Howe family, and determining how many future burials can be made. Results from this investigation will be fully documented for future reference.
- 3) **Digital Back-up** – There was nothing new to report on this topic. Amy will follow-up with Dawn Desairlles, Hollis' IT administrator, to discuss the potential improvement of information regarding the cemetery maps posted. Specifically, there is a need to improve the readability and delineation of the streets and landmarks, and make it easier to extract information.
- 4) **Trash barrels at East and North cemeteries** - It has been suggested that trash receptacles be placed at both East and North cemeteries so that visitors can place in the barrels any items they wish to discard. However, although this appears to be a good idea, there are questions regarding whether or not they would be used regularly. Also, the Trustees need to consult with the Hollis Department of Public Works (DPW) to determine if DPW would be responsible for the collection and disposal of the trash placed on the designated containers. It was suggested that as a test, few barrels be obtained and placed at the

cemeteries although no motion was taken to implement this suggestion.

- 5) **Approval of Meeting Minutes** - The February 23 Meeting Minutes will be reviewed and approved at the next meeting.
- 6) **Next Meetings** - The next Trustees meetings are scheduled for Friday May 4th starting at 6:30 p.m. at East Cemetery; and Friday June 1st, at Pine Hill Cemetery also starting at 6:30 p.m.

The meeting adjourned at 9:00 a.m. on a motion by Amy that was seconded by Lisa. The motion passed on a 4-0 vote.

Respectfully submitted,

Raul Blanche