

## **Hollis Cemetery Trustees**

### **FINAL**

Meeting Minutes, February 8, 2020

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

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

**1) Trust Fund Disbursement Approval** – The Trustees reviewed and approved two motions to disburse funds from the perpetual care trust fund to partially pay for over-seeding and grub treatments. Specifically,

- a. Lisa offered a motion and Amy seconded to approve a disbursement of Perpetual Care trust funds, \$3,883.16 to pay over-seed treatments totaling \$10,279.72. The Trustees voted in the affirmative, unanimously on a 5-0 vote.
- b. Marc offered a motion and Raul seconded to approve a disbursement of Perpetual Care trust funds, \$1,023.71 to pay for grub treatments totaling \$3,904.00. The Trustees voted in the affirmative, unanimously on a 5-0 vote.

**2) Review and discuss updating North Cemetery Map** – The Trustees reviewed the current schematics of the cemetery's layout including location and names on all lots. The current schematics were last updated in September 2017. Because the drawings need to be updated, Marc made a motion to approve spending an amount not to exceed \$500.00 for updating North Cemetery maps, funds to be expensed from budget line item 552, Special Projects. Amy seconded and the motion which passed in the affirmative on a 5-0 vote.

**3) Discuss Landscape architect list for East Cemetery expansion** - The Trustees' discussion focused on the amount of area from the Orchard section of East that should be developed as part of the cemetery's expansion. A list that included information on 11 contractors was reviewed. It was decided to reduce the list by only considering those companies from New Hampshire. This reduced the list to five (5) companies. These companies will be contacted, and background data and related information will be provided to them so that they can present their proposals on a future layout of the expansion area at a planned meeting with the Trustees to be held on Thursday, March 26 2020 from 7:00pm - 9:00pm, or Saturday, March 28 from 7:30am to 10:00am at the Town Hall. Marc took an action to draft an e-mail that Bev will send to the chosen companies.

**4) Discuss updating fees for Rights to Inter (RTI) and burials** – The Trustees reviewed a tabulation created by Bev, the Trustees' administrative assistant,

that compared data from five neighboring towns with Hollis in terms of lot prices per lot and number of burials/cremations allowed per lot. As such the Trustees agreed that Hollis should raise its prices to be comparable to Amherst's. As a result, Marc made a motion and Amy seconded it for Hollis to raise lot prices to be like Amherst prices starting on 1 March 2020. The motion passed unanimously in the affirmative on a 5-0 vote.

**5) Approval of January Meeting Minutes** – The meeting minutes were reviewed and approved without changes on a 5-0 vote based on a motion by Amy, seconded by Marc.

**6) Future Trustee meetings** – The next monthly meeting is scheduled for Saturday March 28<sup>th</sup> at the Hollis Town Hall starting at 7:30 a.m.

The meeting adjourned at 9:00 a.m. on a 5-0 vote, based on a motion by Raul and seconded by Amy.

Respectfully submitted,

Raul Blanche