

Hollis Cemetery Trustees

Meeting Minutes, August 8, 2020

Meeting held at East Cemetery starting at 8:15 a.m.

FINAL

Trustees in attendance: Melinda Willis, Lisa Schmalz, Marc Squires, Amy Armstrong, and Raul Blanche. Marc actively participated virtually via Zoom internet networking protocol. The meeting was called to order at 8:15 a.m.

1) Review and discuss lawn maintenance – The Trustees discussed several topics:

- a. Removal of a substantial amount of fallen branches that need to be picked up during the mowing sessions at each cemetery by the landscaper.
- b. The need to have a policy/strategy for trimming and/or removing over-grown bushes (potentially including approximately 20 lots at East). The cost burden falls on lot owners, and cemetery policy guidance must be followed. The Trustees will review and update existing guidance.
- c. Grass seeding scheduled to be performed during 3rd week in September.

2) Finalize fees for Rights to Inter (RTI) and burials – The Trustees reviewed the current list of fees being charged for cemetery services and purchases. Back in February 2020, the Trustees decided to increase fees but did not identify all the possible changes for all the fee categories. As a result the Trustees finalized the fees moving forward starting on **1 September, 2020 as follows:**

- a. **Burial fees:** Full burial, \$700 Monday - Thursday; \$1000 Friday-Saturday
- b. **Cremation burial:** \$300 Monday – Thursday; \$350 Friday-Saturday
- c. **Infant Burial:** \$500 Monday – Thursday; \$800 Friday – Saturday
- d. **Disinterment:** \$1500 Monday – Thursday

3) Discuss damaged monuments at Pine Hill cemetery – The Trustees viewed images of several monuments that are damaged at Pine Hill. Raul will contact Mr. Medlyn of Medlyn Monuments to schedule necessary repairs. Also, a monument at South that also needs repairing will be added to the list.

4) Discuss East cemetery expansion - The Trustees' discussion focused on scheduling virtual/in-person meetings with the six contractors to view their presentations. Prior to COVID-19, the original list of 11 contractors had been reduced to six (6) companies. These companies were to be contacted, and background data and related information was to be provided to them so that they could present their proposals on a future layout of the expansion area at a planned meeting which was to be 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. The schedule is now as follows: September 8 and September 16 starting at 7:00pm to

be held at Town Hall and/or virtually. Presentations are to last 15 minutes or less. David Orde who is farming the expansion area, needs to be advised on what portions of the land he needs to stop farming.

- 5) Discuss falling tree at South cemetery** – A recent storm caused a downed large tree at South cemetery. It was removed with a crane and the job lasted about 4 hours. The town was invoiced \$1800.00 for the total cost. The amount will be covered as follows: \$420 from the Perpetual Care trust fund (01-4195-0-551; 40 out of 171 lots at South are listed as Perpetual Care lots) and \$1380 out of the Special Projects budget line (01-4195-0-552).
- 6) Approval of February Meeting Minutes** – The meeting minutes were reviewed and approved without changes on a 5-0 vote based on a motion by Amy, seconded by Lisa.
- 7) Future Trustee meetings** – The next monthly meeting is scheduled for Saturday September 26 at East cemetery starting at 7:30 a.m.

The meeting adjourned at 9:23 a.m. on a 5-0 vote, based on a motion by Melinda and seconded by Lisa.

Respectfully submitted,

Raul Blanche