

Hollis Cemetery Trustees
FINAL
Meeting Minutes, December 12, 2020
Meeting held via Zoom Video Teleconference starting at 8:00 a.m.

Trustees in attendance: Melinda Willis, Lisa Schmalz, Marc Squires, and Raul Blanche.

- 1) Department of Public Works Director proposes a stipend for Cemetery Coordinator Position** – Joan Cudworth, Director, also participated via Zoom. This topic was covered in two sessions. During the public session Joan advocated and made a strong argument for the stipend. She stated that the current position is underpaid as compared with similar positions in other towns, and the responsibilities of the position are very effectively handled by the current cemetery coordinator, Beverly Hill. In particular, Joan emphasized her ability to graciously deal with customers and handle stressed situations calmly. The trustees discussed the details and recommendations on the topic during a non-public session immediately following the regular meeting.
- 2) Procure Monument Repair Encumbrance for 2021**– Raul took an action to contact Mr. Richard Medlyn at Medlyn Monuments to request a cost estimate to repair several monuments at South (Hatch, Schmidt, and Patten) and Pine Hill cemeteries. Subsequently Mr. Medlyn requested from his son that he get back to me soonest. The repair would then be done during the Spring, 2021. Our initial plan was to encumber remaining 2020 funds but instead, those funds, \$3,000, will be applied toward the cost to prepare the portion of the land that will be utilized for the East cemetery expansion. As a result, there is no need currently nor time urgency to encumber the funds for repairs.
- 3) Approve and sign Trust Fund transfer** – A determination will be made by 19 December 2020 on the percentage of perpetual care funds needed to pay for costs associated with extra lawn care expenses and grubs.
- 4) Discuss 2021 Orde Farm Lease** – The Trustees agreed to review the existing draft and provide comments/questions and then take a yes/no vote by e-mail.
- 5) Discuss 2021 landscaping bid** – Part of this discussion dealt with encumbering invoices to cover landscaping costs incurred during 2020, and tasks performed by Morin's to prepare the land for the East Cemetery expansion. Specifically, based on the November 2020 expenditures report, \$2065, \$1700, and \$327.68 is available to partially cover Morin's expense of \$7010.00. The rest would come from the \$3000.00 budgeted for monument repairs that were not spent during 2020.
A remaining discussion regarding the landscaping bid for next year was conducted in the non-public session.

- 6) **Discuss acceptable dimensions for upright monuments allowed in 2 lots in the single lot sections whereas 4 lots were previously required** – This topic was tabled due to the need to be present in person at East cemetery to visualize the impact of the Trustees decision and recommendation.
- 7) **Discuss 2021 Budget** – This topic was deferred.
- 8) **Meeting Minutes approval** – Approval of the November 7th meeting was postponed until the next meeting.
- 9) **Future Trustee meetings** – Future meetings are scheduled for Saturday, January 30th starting at 8:00 a.m. and February 27th also starting at the same time. The plan is to schedule the Cemetery Trustees meetings during the last Saturday of every month, typically starting at 8:00 a.m.

The public meeting adjourned at 9:04 a.m. on a 5-0 vote, based on a motion by Melinda and seconded by Lisa. The non-public meeting resumed at 9:05 a.m.

Respectfully submitted,

Raul Blanche