

**Hollis Cemetery Trustees**  
**FINAL**  
**Meeting Minutes, April 23, 2021**  
**Meeting held in person at East Cemetery starting at 5:38 p.m.**

All Trustees were in attendance: Melinda Willis, Lisa Schmalz, Marc Squires, Amy Armstrong, and Raul Blanche. Also in attendance was Susan Benz, Hollis Select Board member, who was recently assigned to be the Select Board representative to the Cemetery Trustees.

- 1) East Cemetery expansion** – Discussion focused on what needs to be done, and when, and how much it will cost to be ready to sell rights-to-inter by Spring 2022. Regarding the cost, the project is being paid through money received from sale of RTI and trust funds. There was also discussion on how additional resources would be made available if the current budget currently designated for this project is exceeded. A prioritization of tasks should be performed to ensure all critical tasks that are needed are completed with the budget.

Following is a summary update on specific topics:

- Placement of several granite posts to delineate entrance to the new section of the cemetery from the existing to the new section needs to be priced and possibly deferred.
- Existing piles of dirt and debris will be cleared by DPW by July 2021.
- Cost to clear, blend, and grade the terrain. Morin Landscaping will do this task for \$7,000. This will be done sometime this summer.
- Cost to build/refurbish a stone wall on the west side of the expansion area, \$15,000. The contractor agreed to complete the task by 1 August.
- Regarding the design of the expansion area, Reggie Willette is working with Melinda to lay out the roads and placements of lots.
- Irrigation requirements for the new area (Marc will contact Skillings to discuss options and obtain quotes). This is pending.
- Overall schedule of tasks, need to be completed by September 2021. Grass will then be laid during September 2021.

- 2) Discuss definition of Terms of Residency** – The Trustees discussed terms of eligibility for acquiring (purchasing) an RTI in a Hollis cemetery. This topic was brought about to reduce ambiguity in the by-laws, and to control the pace of future sale of lots. The discussion centered on what the bylaws currently say, and what the minimum time of residency should be. As a result, the Trustees voted on a motion to define a minimum residency requirement of five years. Raul made a motion and Lisa seconded to approve five years of Hollis residency as the minimum amount of time required to determine who is eligible to purchase an RTI for a future burial at a Hollis cemetery. The motion passed in the affirmative on a 5-0 vote.

- 3) **Cut Tree at Wehrle burial site** – Lisa contacted Bev who contacted Mrs. Wehrle and a reasonable solution will be implemented once the East expansion project is completed. This is regarding an accidental cutting of a tree at the Werhle burial site. The Werhle site abuts a corner of the expansion area that was cleared of trees and other vegetation growth.
- 4) **2021 Budget** – The 2021 Trustees budget that had been inexplicably reduced by a large amount, was restored to the expected amount of \$127.7K, including about \$67K for the East cemetery expansion. The reduced amount was found to be the result of a clerical error.
- 5) **Discuss the transfer of a RTI of lot C-1 in North Cemetery** – This topic was deferred.
- 6) **Meeting Minutes (MM) approval** – The March 27<sup>th</sup>, 2021 meeting minutes were approved on a 5-0 vote based on a motion by Marc and seconded by Amy.
- 7) **Future Trustee meetings** – Future meetings are scheduled for Friday May 21<sup>st</sup> also at 5:30pm, and June 11<sup>th</sup> starting at 5:00pm.

The meeting adjourned at 6:36 p.m. on a 5-0 vote, based on a motion by Marc and seconded by Raul.

Respectfully submitted,

Raul Blanche