

Hollis Cemetery Trustees  
FINAL  
Meeting Minutes, February 23, 2018  
Meeting held at Town Hall, Hollis

Trustees in attendance: Melinda Willis, Raul Blanche, Amy Armstrong, Lisa Schmalz, and Marc Squires. Melinda called the meeting to order at 7:05 PM.

- 1) Review of the Ouellette bids – The Trustees reviewed three proposals by RL Ouellette Associates LLC to conduct the following work:
  - a. Revise CADD Drawings at East Cemetery - \$1,260
  - b. Locate existing monuments for a portion of South East section of Pine Hill Cemetery - \$1,085
  - c. Survey and prepare site plans for East expansion - \$3,852

The Trustees reviewed the text of the proposals and made several adjustments and/or corrections in the language to add specificity and clarity. Specifically, the wording on the proposal for services at Pine Hill cemetery was changed as follows:

“Locate existing monuments for a portion of South East Section. Specifically, survey lots #22, #30, #31, and #32 renumbered 30-1-A, 30-1-B, 30-1-C, including field and office work to prepare a plan depicting grave monuments and existing physical features of the cemetery.”

Bounds for the above referenced lots will be located including the location of any monuments on the respective lots.

After review of the three proposals was completed, a motion on each proposal was made. For proposal listed in “a” above Melinda made a motion to accept the proposal. Lisa seconded and the motion passed unanimously on a 5-0 vote. Similar individual motions were made by Melinda and seconded by Lisa on proposals “b” and “c” respectively and they also passed unanimously.

The cost burden for the East Cemetery expansion (\$3852) will be paid from the right-to-inter trust funds (line #551 in the Expenditure report) earmarked for East Cemetery expansion. The \$1,085 for the survey at Pine Hill will come from the Special Projects line, #552. The \$1,260 will be paid with funds from line #469, Surveying.

- 2) Directional signs at East Cemetery - The Trustees briefly discussed where to place the signs at East cemetery. Thirteen signs are planned for purchase but final proposal costs, including cost for material and labor, need to be reviewed before a final purchase decision, and an approval motion are made. Signs will be posted to highlight the perimeter and roads in central area of the cemetery.

- 3) Digital Back-up – The Trustees will be coordinating and collaborating with Dawn Desaulniers, Hollis' IT administrator, to improve 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) Approval of Meeting Minutes – The January 20 Meeting Minutes were reviewed and approved on a 4-0 vote on a motion made by Amy and seconded by Lisa.
- 5) Next Meetings - The next Trustees meetings are planned for March 24<sup>th</sup> starting at 8:00 a.m. at Town Hall; and April 21<sup>st</sup>, 8 a.m. at East Cemetery.

The meeting adjourned at 8:28 p.m. on a motion by Raul seconded by Lisa.

Respectfully submitted,

Raul Blanche