

Hollis Cemetery Trustees

Meeting Minutes, March 26, 2022

Meeting held at East Cemetery starting at 7:40 a.m.

[FINAL](#)

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

- 1) **East Cemetery expansion** – Great work was done during 2021 to prepare the new area for lot sales and new internments. However, a few items still need to be addressed. In the patio area, a new stone will be added to commemorate the accomplishment of the expansion. A private donation has been received to cover the cost of creating and placing of an engraved stone. In addition, granite benches for seating of up to 4-6 people may be added to the patio, budget permitting, to allow times for gathering, remembrance and recollection. At this time the only remaining action is the leveling of ground, addition of topsoil, and seeding of grass.
- 2) **Rule violations regarding lot decorations** - Lisa discussed a draft letter that will remind lot owners that mementos and tributes are not permitted in existing lots. Only natural flowers, small plants, and American and U.S. service flags are permitted. The Trustees walked the cemetery and cleaned and removed many items in violation of the rules.
- 3) **New guidance regarding allowable size of monuments per single, and multiple lot(s) at East existing and Expansion areas** – The Trustees took measurements of existing monuments and spaces between lots, discussed possible rule changes, and concluded the following: Starting on 1 April 2022, a single lot will be allowed a monument. A maximum of two lots will be allowed for purchase per household and/or legal address. Contact phone number information will be required with purchases of new lots. The new price per right to inter in a single lot will be \$750.00. The new size of a single lot in the expansion area of East will be 4' X 12' rather than 4' X 10'. For both lot sizes, for a single lot the maximum monument size will be 2 feet wide at the base, and the monument will be no greater than 20" wide. There will be no height restriction. For a two-lot area, the base will be no greater than 39 inches wide. The Trustees voted 5-0 in the affirmative to accept all these changes based on a motion by Melinda and seconded by Marc.
- 4) **Proposal for a potential burial area at East designated only for veterans** – This topic was not discussed.
- 5) **Discuss overgrown shrubs on St. Amant lot hindering upcoming full burial** – The Trustees walked the grounds and noticed several lots with monuments that are 'buried' behind large, overgrown shrubs. The St. Amant, Partridge, and

Zinanni lots exhibited that situation. These bushes should be trimmed or removed. DPW will be contacted to obtain their help. According to a DPW Foreman, the St. Amant lot's bushes will interfere with the backhoe to be used soon for a full burial for Bianca Lewis. The Trustees will draft a letter to be sent by June 1st to notify impacted lot owners that their bushes will be trimmed or removed. The letter will state that this summer the town plans to remove all over-grown bushes. The rules and regulations state that the bushes cannot be any taller than the monuments. The Trustees then voted in the affirmative on a 5-0 vote on a motion by Lisa and seconded by Melinda, to have the trees pulled at the St. Amant lot and other trees near-by that are also overgrown.

6) Motions to approve payment vouchers -

The motions were:

Raul offered a motion and Amy seconded it to approve a disbursement of Perpetual Care Trust funds, \$6564.27 to pay for grub treatments and lawn maintenance totaling \$24786.20. The trustees voted in the affirmative, unanimously on a 5-0 vote.

Marc offered a motion and Lisa seconded it to approve a disbursement from the General Cemetery Maintenance Fund (est. 2010) in the amount of \$60,000.00 to pay for East Cemetery Expansion totaling \$131,389.00. The trustees voted in the affirmative, unanimously on a 5-0 vote.

Note: The General Cemetery Maintenance Fund was established to save funds for the immediate expansion of East Cemetery, as well as further expansion of the other cemeteries as needed in the future, and for necessary maintenance of landscaping beyond that covered in the annual budget.

- 7) Discuss repair of roads at East damaged over the winter -** The Trustees noticed a badly damaged avenue (mostly mud) that must have received lots of recent traffic after a storm. The Trustees support DPW to smooth over and repair the road in question.
- 8) Review and discuss 2022 budget -** The Trustees noticed that the new budget reflects extra amount for expansion of lawn mowing in the new area. All other expenses to date are as expected.
- 9) Meeting Minutes (MM) approval -** Action to approve of minutes from previous meeting was not taken.
- 10) Future Trustee meetings -** The next meeting is planned for Saturday May 7th at East starting at 7:30 a.m.

The meeting adjourned at 9:05 a.m. on a 5-0 vote in the affirmative, based on a motion by Lisa seconded by Amy.

Respectfully submitted,

Raul Blanche