

**Hollis Cemetery Trustees**  
**FINAL**  
**Meeting Minutes, January 21<sup>st</sup>, 2023**  
**Meeting held at Hollis Town Hall starting at 8:10 a.m.**

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

- 1) Discuss Church Cemetery displaced monuments currently located under Church building expansion, per request from Mr. David Sullivan** – Melinda took an action to contact Mr. Sullivan and set up a meeting to determine the Church’s proposal and plans of action. The stones were excavated over 50 years ago and are being considered to re-install in an area of the cemetery in which no burials exist. New signs would be needed. This project would have to be performed at no cost to the Town of Hollis, and consistent with existing Revised Statutes Annotated (RSA) rules regarding placement (re-placement) of cemetery monuments. The Trustees have a legal responsibility to oversee the project.
- 2) Revisit rules regarding several topics including definition of “qualified individuals” allowed to purchase Rights-To-Inter (RTI) per family/household** - The Trustees took an action to review the current rules and amend as necessary to update several topics, including requirements for purchasing RTIs. Rule reviews are typically conducted at least once a year. On a vote of 5-0 in the affirmative, a motion to amend the rules passed based on a motion by Marc, seconded by Amy.
- 3) Letter requesting approval to clean Revolutionary Civil War stones from Anita Walker, Regent, Anna Keys Powers Chapter, Daughters of the American Revolution** – Raul took an action to contact Ms. Walker and discuss their plans, , the process for cleaning the stones, their planned schedule, and the quantity of stones to be cleaned. A documented plan will be requested so that the Trustees can review it and vote on whether to approve or disapprove the project. The project would be performed at no cost to the Town of Hollis. The Trustees’ intent is to ensure the approach is correct and to minimize the risk of damage to stones.
- 4) Discuss completing the excavation of Section I in North Cemetery** – This topic was discussed and there is agreement that Section I of the cemetery needs to be modified and improved to allow easier ingress and egress by DPW as well as visiting public vehicles. However, a key requirement to maintain the grassy and improved areas is for the availability of a water supply to allow irrigation. That requirement needs to be included in the budget, and currently it is not.
- 5) Review/Approve rule violation letter for extensive decorations** – This topic was not fully discussed. However, prior to the meeting the Trustees had reviewed the draft letter, provided comments and the letter was ready for distribution.

- 6) **Follow-up with Adam at Medlyn Monument for repair of broken bench (Anderson) on Murphy lot** - Raul discussed the issue with Adam back in November and Adam took an action to swing by the East cemetery to inspect the damage. The plan is for the repair to be completed in the Spring, 2023.
- 7) **Discuss 2023 Cemetery Trustees budget** – The Trustees recently received an e-mail from Select Board Member Benz regarding a recent Board of Selectmen (BOS) meeting that discussed a recent BOS meeting with the Hollis Budget Committee to review the town's overall budget. The bottom line is that Hollis must reduce its budget by \$250K and in turn it was requested the Cemetery Trustees reduce its 2023 budget by about \$7.5K. The request for a reduction of the Cemetery Trustees was the result of a thorough line-by-line review of every Hollis committee and department's budget by the BOS. The BOS suggested the \$7.5K come out of the ground maintenance budget but it's up to the Trustees to decide which line item should be reduced, if at all. The e-mail stated that "...If we don't believe we can remove \$7500, we need to justify...". The issue for the Cemetery Trustees is that actual expenditures are very susceptible to the weather and due to the East cemetery expansion, there were several expensive projects scheduled for implementation during 2023 that may need to be delayed if the Cemetery Trustee's budget needs to be reduced. As a result of an extensive discussion, the Trustees recommend that the proposed \$7.5K reduction in the budget be reduced to \$5K or less, keeping in mind that the total budget amount used to decide on the \$7.5K recommendation was incorrectly based on a total budget that included over \$40K already paid from the Trust funds and not paid through taxation. Melinda took an action to contact BOS member Benz to discuss the request further and finalize on a course of action.
- 8) **Meeting Minutes (MM) approval** – On a motion by Amy seconded by Lisa, the November 5<sup>th</sup> meeting minutes were approved as amended in the affirmative on a 5-0 vote.
- 9) **Future Trustee meetings** – The next three meetings are scheduled for Saturday February 25<sup>th</sup> starting at 7:30 a.m. at the Town Hall; Saturday March 18<sup>th</sup> starting at 8:00 a.m. also at the Town Hall; and Saturday April 22<sup>nd</sup>, starting at 8:00 a.m. at East Cemetery.

The meeting adjourned at 10:00 a.m. on a 5-0 vote in the affirmative, based on a motion by Marc seconded by Amy.

Respectfully submitted,

Raul Blanche