

Hollis Cemetery Trustees
FINAL
Meeting Minutes, March 18, 2023
Meeting held at Hollis Town Hall starting at 7:30 a.m.

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

- 1) Discuss Presentation at Town Meeting** – Raul represented the Cemetery Trustees at the Town of Hollis district meeting also held on 3-18-2023. The task was to explain the need, advocate for passage, and answer questions regarding Warrant article #7 which requested \$10K, to be funded from the unassigned fund balance, for setting a trust fund to set aside funds as down payment for future East Cemetery improvements of its existing land to make available new RTIs. Since the new section of East was opened on 2022, the rate of sales of Rights-To-Inter (RTI) has been much higher than anticipated. At the current rate of sales, an opening of a new East Cemetery section will be needed sooner (in approximately 5-6 years) than originally anticipated (approximately 10 years). So, the objective of Warrant article #7, which was approved by a large portion of voters at the meeting, is to raise a portion of the funds that will be needed to pay for a future cemetery expansion. For comparison, the recent expansion at East, completed during 2021- 2022, cost approximately \$130k.
- 2) Discuss Updated RTI ruling on # of lots allowed per household** - The Trustees need to further review the current rules and amend as necessary to update several topics, including requirements for purchasing RTIs and how that will be based: per individual? Per family? Per household? Not only do we want to facilitate an equitable approach to the sale of RTIs, but we also want to modulate the rate of sales so that we can manage the future growth of cemeteries. As of this writing, there are 18 available RTIs for sale at North and 252 at East Cemetery.
- 3) Review invoice for installation of required markers in Section J – all sections, including 4 corners on each section** – The Trustees reviewed the proposal submitted by RL Ouellette Associates LLC, titled East Cemetery Monuments for installation of 51 Granite markers with dimensions as follows: 4"X4" square top, 24" long. The services include purchasing and installation of all markers and will cost \$9435.00. All the work would be completed by September 1, 2023. The Trustees approved in the affirmative a motion to accept the proposal, on a 4-0 vote. The motion was proposed by Lisa and seconded by Raul.
- 4) Follow up on Flora Murphy bench repair** – Raul will follow-up with Medlyn Monument to determine schedule and cost to repair. Medlyn will be requested to create two invoices, one for the Cemetery Trustees and one for DPW. Each invoice will include 50% of the total cost to be invoiced. For the record, this bench was damaged by DPW workers.

- 5) **Review/Approve rule violation letter for extensive decorations and/or tree removal** – The Trustees reviewed a final draft, and with a few additional changes, the letter was approved and will be ready for distribution.
- 6) **Follow-up on Anita Walker (Daughters of American Revolution - DAR) request to clean Revolutionary monuments** - The Trustees reviewed the request letter and investigated existing NH Revised Statute Annotated (RSAs) to help determine responsibility for cleaning the gravestones. RSA 289:14-A I provides guidance on process to be followed. According to said RSA, the DAR will need to notify gravestone owners and obtain permission to clean the gravestones. If owners are unknown, then the Trustees could grant permission on the stones for which owners were not determined nor contacted. Melinda will contact Anita Walker to discuss how to proceed. Anita is to work with Bev, Trustees assistant, to create a list of gravestone names. The DAR will be responsible for obtaining permissions. Once a complete list has been created, the Trustees will review the list. Assuming the Trustees give permission on the names for which permission has not been obtained, the process can then proceed. A letter to the DAR would then provide the Trustees' official response.
- 7) **Discuss design/plan in North Cemetery for turnaround area** – The Trustees discussed a DPW-proposed plan to create a turn around path to enable vehicles to access the back end of the cemetery and be able to turn around and exit. Based on reviewing a diagram of the area, the proposal looks reasonable and should achieve the intended results. Approval to proceed is pending.
- 8) **Meeting Minutes (MM) approval** – On a motion by Marc seconded by Melinda, the January 21, 2023, meeting minutes were approved in the affirmative on a 4-0 vote.
- 9) **Future Trustee meetings** – The next three meetings are scheduled for 1) Saturday April 1 starting at 8:00 a.m. at North Cemetery, 2) Saturday April 22, starting at 8:00 a.m. at Church Cemetery, and 3) May 13 at a cemetery to be determined.

The meeting adjourned at 8:50 a.m. on a 4-0 vote in the affirmative, based on a motion by Raul seconded by Lisa.

Respectfully submitted,

Raul Blanche