

**Hollis Cemetery Trustees**  
**FINAL**  
**Meeting Minutes, June 2, 2023**  
**The meeting was held at Hollis East Cemetery and at Town Hall starting at**  
**5:00 p.m. at East and transitioning to the Town Hall at 5:40 p.m.**

Trustees in attendance: Melinda Willis, Lisa Schmalz, Raul Blanche, Amy Armstrong, and Marc Squires. Select Board member Joe Garruba was also in attendance.

- 1) **Meeting at East to address a lot with several non-approved monuments and excessive lot plantings** – The Trustees met with a local family at East. They expressed significant concerns about a neighboring lot with non-approved monuments and lot plantings that clearly violate the rules for what is allowed, and inconsistent with the overall appearance and ambiance of the cemetery. The primary monument is too large, almost 6 feet tall, much larger than the monument size allowed for a two-lot configuration. In addition, there were four other statues and plaques that are not approved in existing cemetery rules. The Trustees took photos and measurements as evidence and discussed actions to be taken to include contacting the lot's family to request changes. To avoid similar issues in the future, the Trustees voted on an amendment offered by Marc and seconded by Amy as follows: "Effective Monday June 5, 2023, and until further notice, all monument design proposals must be reviewed and approved by the Cemetery Trustees. The proposal must include a sketch and photo of the requested stone and include dimensions, color, and lettering." The Amendment was approved on a 5-0 vote.
- 2) **Discuss Monument rules** – As mentioned above, the Trustees led by Amy, Melinda, and Lisa reviewed existing cemetery rules and started to draft an initial set of proposed changes to the content related to stones and monuments. The objective is to clearly specify stone dimension limits in width, depth, and height.
- 3) **Discuss plantings of trees at East Section J** – The discussion focused on the type and quantity of trees to be planted. Marc took an action to investigate and recommend a plan that will lead to the planting of eight (8) trees at East Section J during the fall, 2023.
- 4) **Provide update on Church Cemetery monument projects** – Raul provided an update regarding broken and displaced monuments at Church cemetery. Two specific projects are planned over the next year. The first involves the straightening of leaning monuments. An inspection of the cemetery indicates that 15 to 20 stones will need to be stood up or we risk their potential damage. Raul took an action to contact Medlyn Monument to discuss a workplan and cost.  
The second project involves the relocation of many stones, many of which are

broken and date back to the war of Independence, to a final resting location in another area of the cemetery. Most of the stones are historically significant, corresponding to Hollis's citizens and families from the time of the war of Independence and earlier. This project will require significant effort by many, including volunteers. An initial project team includes representatives from the Cemetery Trustees, the Hollis Historical Society and Heritage Commission, and the Congregational Church of Hollis.

**5) Meeting Minutes (MM) approval** – On a motion by Lisa seconded by Melinda, the April 1, 2023, meeting minutes were approved in the affirmative on a 5-0 vote.

**6) Future Trustee meetings** – The next two meetings are scheduled for Friday July 28 starting at 5:30 p.m. at a TBD location, and Saturday August 19 at 7:30 a.m., at a TBD location.

The meeting adjourned at 7:40 p.m. on a 5-0 vote in the affirmative, based on a motion by Marc seconded by Lisa.

Respectfully submitted,

Raul Blanche