

Hollis Cemetery Trustees
FINAL
Meeting Minutes, April 1, 2023
Meeting held at Hollis Town Hall starting at 8:00 a.m.

Trustees in attendance: Melinda Willis, Lisa Schmalz, Raul Blanche, and Marc Squires. (This meeting was originally scheduled at North Cemetery but due to intense weather, it was moved to the Town Hall.) Marc left early before the meeting ended.

- 1) Election of Officers** – The Trustees selected roles and responsibilities for the 2023-2024 operating year, same as during 2022-2023. The roles are Melinda, Chair; Marc, Vice-Chair; Raul, Secretary; Lisa, Trustee; and Amy, Trustee. Lisa made a motion seconded by Raul to accept the new slate. The motion passed 4-0 in the affirmative.
- 2) Review rules for RTI purchases allowed per individual, family, or household.** - The Trustees reviewed section III.5 that contains the RTI purchase text. Some changes were noted and will be included in the next revision.
- 3) Review task assignments for Trustee responsibilities** – The Trustees created a responsibility assignment list as follows to improve task sharing and efficiency in support to the community:
 - a. Agenda items – Melinda
 - b. Landscaping – Marc
 - c. Monument Repairs – Raul
 - d. Rules update and Rules point person for questions– Amy
 - e. Budget – Melinda/Raul
 - f. Communication with Lot Owners – Lisa
 - g. Records/RTI - Lisa
- 4) Discuss monument height restrictions in Section J, new area at East Cemetery** – The trustees reviewed the applicable Rules section, V.2.C through F, that describes monument size allowances per RTI sale of 1 lot, or 2 adjacent lots in Section J at East. Currently the text may be somewhat confusing and there is also a concern that given the current monument size allowance, in cases where two adjacent lots end up with monuments side by side, there may not be sufficient space for a lawn mower to fit in between the two side by side monuments. Marc took an action to check with the landscape contractor to obtain their opinion on whether there would be sufficient space. In the meantime, the rules are under review and text changes if any, and any new monument placement that could result in two monuments being placed side by side in two adjacent lots will require coordination with the Trustees before proceeding. Ultimately, we may need to change the size allowance for monuments.

- 5) Follow up on North Cemetery design/plan for dirt pile and turn around –**
Due to weather, the Trustees were unable to meet at North. Therefore, this topic was not addressed and the approval to proceed was not obtained. Once again, the Trustees plan to review the proposed DPW plan and vote on a decision to proceed during the May 13 meeting. The DPW plan requests the creation of a turnaround path to enable vehicles to access the back end of the cemetery and be able to turn around and exit or for an exit road to be built, creating a one-way, U-shaped Road through the cemetery.
- 6) Meeting Minutes (MM) approval –** On a motion by Lisa seconded by Melinda, the March 18, 2023, meeting minutes were approved as amended in the affirmative on a 3-0 vote.
- 7) Future Trustee meetings –** The next two meetings are scheduled for 1) Saturday April 22 starting at 8:00 a.m. at Church Cemetery, and 2) Saturday May 13 at 8:00 a.m., at North.

The meeting adjourned at 9:57 a.m. on a 3-0 vote in the affirmative, based on a motion by Raul seconded by Lisa.

Respectfully submitted,

Raul Blanche