

## Hollis Cemetery Trustees

Final Meeting Minutes, January 20, 2018

Meeting held at Town Hall, Hollis

Trustees in attendance: Melinda Willis, Raul Blanche, Amy Armstrong, Lisa Schmalz, and Marc Squires. Melinda called the meeting to order at 8:03 AM. Marc Squires left at 9:45 a.m.

1) Lot ownership and burial rights records at Pine Hill Cemetery – Ms. Sharon Howe and her husband Chip, and Dr. John P Howe (Sharon's cousin) attended the first portion of the meeting to discuss their perspective and support for our joint efforts to try to clarify and update town records as appropriate given new information from the Howe family. They support any independent review of all records including both the town records as well as any records being held by the Howe family. The objective in any independent review is to clearly establish once and for all how many lots exist in the Howe set of lots, and how many future burials can be accommodated. Sharon provided several exhibits including previous correspondence with the town and the Trustees; and drawings of a land survey that was privately commissioned by the Howe family many years ago that depicts the Howe family's understanding of the location and size of the Howe lots at Pine Hill. This differs from the town records. A brief timeline of key events follows:

- a. 1915, John P Howe acquired a lot;
- b. Esther Howe's burial location ~ 50 feet away;
- c. 1965, Dr. John P Howe's father desired (acquired?) an additional lot (Sharon provided a letter of intent);
- d. 1990, D. Smith - local surveyor – surveyed Howe lots at Pine Hill.

Sharon contends that the family owns four, not two lots (one Howe, one Gordon), which she portends would increase the capacity to more than the three burials the Cemetery Trustees made an exception for in a letter dated August 27, 2012. The letter further stated that all four lots of contention would be closed beyond the three burials. A bit of a challenge in reconciling records is the inconsistent nomenclature used in depicting the lots, who is or is not buried in each, the size of each lot, and the number/letter assigned to each lot. The Howe records do not match one-to-one with the town's records. The Trustees agreed and decided that a project will be started to digitize the cemetery land survey drawings for all cemeteries. This effort will start with Pine Hill. In doing so the actual size and location of the lots under discussion will be determined. Once this is done the trustees will be able to determine, based on current cemetery rules, how many additional burials will be possible.

Once all these facts and evidence are reconciled, town records will be updated.

- 2) East Cemetery mapping by Town Engineer Reggie Ouellette – As part of the effort to expand East Cemetery, the Trustees met with Town Engineer Mr. Reggie Ouellette to request the following:
  - a. Create an initial macro view map of the expansion area.
  - b. Assist in the update and creation of digital maps of the existing area (current maps have hand written information that is very hard to read in very, very small size text.) These are needed for accurate planning and responses to requests for tree plantings, etc. Detailed maps will come later.
  - c. Pine Hill Cemetery digitization (see discussion above in topic # 1)

The above three tasks will be performed in the following order: c, b, and a.

- 3) Directional signs at East Cemetery - The Trustees reviewed the proposal for signs at East. The proposal recommends wooden cedar posts, 5" x 5" in cross-section, about 36" above grade. The letters and numbers are to be made of acrylic and screwed to the posts with stainless steel hardware. The cost estimate was \$140 per post plus cost of installation, which is yet to be determined. The Trustees estimate that there will be a need for at least 12 posts to be located at every 3<sup>rd</sup> avenue.
- 4) Approval of Meeting Minutes – The December 16 Meeting Minutes were reviewed and approved on a 4-0 vote as amended on a motion made by Lisa and seconded by Amy.
- 5) Update on Eagle Scout Project – Due to a scheduling conflict, it was decided that Aidan Nichols will submit a written short summary of the project description, experience, and, accomplishments.
- 6) Next Meetings - The next Trustees meetings are planned for February 23<sup>rd</sup> starting at 7:00 p.m. and March 24<sup>th</sup> starting at 8:00 a.m. at Town Hall; and April 21<sup>st</sup>, 8 a.m. at East Cemetery.

The meeting adjourned at 10:28 a.m. on a motion by Raul seconded by Lisa.

Respectfully submitted,

Raul Blanche