

Hollis Cemetery Trustees
FINAL
Meeting Minutes, December 2, 2023
The meeting was held at Hollis Town Hall starting at 8:00 a.m. and concluded
at 11:00 a.m.

Trustees in attendance: Melinda Willis, Amy Armstrong, Raul Blanche, and Marc Squires. Selectman Joe Garruba also joined the meeting.

The meeting started with a non-public session on a motion by Melinda seconded by Amy per RSA 91-A: 3(a-c & e). It was voted unanimously in the affirmative on a 4-0 vote.

The non-public meeting was paused at 8:33 a.m. on a 4-0 vote in the affirmative on a motion by Melinda and seconded by Amy.

At this point Mr. Al Fulchino met with the Trustees to explain his request to place wreaths at veteran's monuments at cemeteries. Two key points were raised, 1) the Trustees are the ones who approve such projects, and 2) any possible religious sensitivities. Melinda took action to initiate an e-mail blast through the Town of Hollis e-mail system to announce the event to the public.

At 8:51 a.m. the meeting resumed its non-public discussions per RSA 91-A: 3(a-c & e) on a 4-0 vote in the affirmative on a motion by Raul seconded by Amy.

At 9:30 a.m. Raul Blanche left the meeting. The non-public discussion continued.

At 9:45 a.m. Marc Squires made a motion to pause the non-public discussion due to the arrival of Mr. Chip Harris. It was seconded by Amy Armstrong. The motion passed in the affirmative on a 3-0 vote. The details of Mr. Harris' topic is described below.

The non-public discussion regarding RSA 91-A: 3(a-c & e) resumed at 10:05. It was based on a 3-0 vote in the affirmative by Marc, Amy, and Melinda. Selectman Garruba was also in attendance. Since discussion was not completed, it was decided to continue this non-public session at a future date to be determined. This non-public session ended at 10:30 a.m.

Another non-public session was then started and lasted from 10:30 a.m. until 10:47 a.m. The topic was under RSA 91-A:3 (j), and it was based on a motion by Marc seconded by Amy. The motion passed in the affirmative on a 3-0 vote. Selectman Garruba was also in attendance.

The Trustees reviewed contract bids for 2024 Cemetery maintenance. After discussion, the Trustees exited non-public to conduct a vote.

The motion to leave the non-public was again made by Marc and seconded by Amy. The motion passed in the affirmative on a 3-0 vote.

The Public meeting was re-entered at 10:47 a.m. Marc made a motion to accept the bid by Morin's Landscaping for Cemetery maintenance during 2024. It was seconded by Amy, and the motion was approved on a 3-0 vote in the affirmative. Marc took an action to contact all the bidders. Below are short summaries of discussion on the other topics in the meeting agenda.

- 1) **2024 budget request and Board of Selectmen meeting review** – Budget request updated to \$68,863 for landscaping and Morin's will be the contractor. Joe will relay at Selectmen's mtg on Monday December 11. Melinda will call Lori and Jacob to remind them that the Trustees will be requesting the \$10K Warrant Article, exactly the same as last year. It will be the second deposit into the savings Trust Fund for future East Cemetery expansion needs.
- 2) **Encumbrances** – Planned Monument repairs at Church Cemetery were unable to be completed in 2023. Raul will initiate the process for these monies to be encumbered for the work to be completed in 2024.
- 3) **Trust funds disbursement motion** – Melinda has started the paperwork. Further data is needed to complete the request for the disbursement.
- 4) **Monument requests** – No information provided to Trustees.
- 5) **Monument tracking spreadsheet** – Ran out of time, tabled for future discussion.
- 6) **Request by Al Fulchino to place wreaths at veteran's monuments at cemeteries** – Mr. Fulchino provided an overview of the plan to place approximately 100 wreaths at known veteran monuments starting on December 3 at the Church cemetery. For reference, it was clarified that the Trustees, and not the Selectmen, are the ones who approve planned activities at cemeteries. The Trustees approved on a 4-0 vote in the affirmative a request to place the wreaths at 100 monuments based on a motion by Raul seconded by Amy.
- 7) **Discuss/update Cemetery Trustees Membership By-laws** – Trustees to review By-Laws, last updated in 2012. Potential changes and updates to be reviewed and discussed at the Jan. 6 meeting.
- 8) **Discuss cemetery violations** – Discussion in process.

- 9) Update on East Section J tree plantings** – Bid accepted and to be paid.
Trees will be planted as weather permits.
- 10) Update signage at East Section J** – No discussion.
- 11) Update on markers at East Section J** – No discussion.
- 12) Following-up on dead tree at East, Section E, lots 79 and 79A -**
Chip Harris stated the tree is not dead, it had leaves into the autumn. It does have some dead branches and needs to be looked at. Amy will contact a tree service to assess the health of the tree and to make a recommendation regarding trimming or other measures. We will contact Chip with our findings.
- 13) Lot purchase request at East** – Melinda will call requester.
- 14) Meeting Minute approval** – Marc made a motion to approve the November 4 minutes seconded by Amy. The motion passed in the affirmative on a 3-0 vote.
- 15) Future regular Trustee meetings** – Next three meetings are scheduled for Saturday, January 6, 2024, at 8 a.m. at the Town Hall; Saturday February 10 at Town Hall starting at 8:00 a.m.; and March 9 also at Town Hall and starting at 8:00 a.m.

The meeting adjourned at 11:00 a.m. on a 3-0 vote in the affirmative, based on a motion by Amy and seconded by Marc.

Respectfully submitted,

Raul Blanche