

Hollis Cemetery Trustees
FINAL
Meeting Minutes, February 10, 2024

The meeting was held at Hollis Town Hall starting at 8:04 a.m. and concluded at 9:55 a.m.

Trustees in attendance: Melinda Willis, Marc Squires, Amy Armstrong, and Raul Blanche. Also, in attendance were Select Board member Joe Garruba, and DPW Director Joan Cudworth. Ms. Susan Hsieh attended as a member of the public. Melinda called the meeting to order at 8:04 a.m.

- 1) Finalize format of tracking workbook:** A Google workspace is being created to document and track relevant Cemetery Trustee information. Amy set up a prototype working folder of files for Trustee and DPW use. A key file will be an Issues-tracking list. The Trustees discussed the format for that file. Also, the Trustees and the DPW Director discussed the information to be included and maintained, as well as the process for entering information.
- 2) 2024 Budget review and schedule:** The draft budget was approved at a town Budget committee meeting held on February 6, 2024. Also, similarly to last year, a warrant article will be presented at the annual district meeting to add an additional \$10,000.00 to the East Cemetery Expansion trust fund.
- 3) Review cemetery By-laws:** The current By-laws were reviewed and amended. The Trustees plan to vote on the amended version at the next meeting during March 2024.
- 4) Update from Pioneer Tree Service – Questionable tree at East Cemetery:** Their inspection of the Crab Apple tree in question at the Harris lot led to their recommendation that it be taken down. Upon inspection of the general condition of East, they also recommended other services such as trimming and/or removal of numerous low-hanging and downed branches. Spencer from Pioneer Tree provided an estimate of \$2800 for such a service. Amy and Joan took an action to walk the grounds with Pioneer Tree in the near future to specify what would be done and when. A letter to inform the impacted lot owners will be drafted and sent to them before the start of the project.
- 5) Invoice approval process:** This topic was tabled.
- 6) Administrative use of landscaping enforcement letter:** This topic was tabled.
- 7) Installation of section location markers in East Section J:** Joan mentioned that the installer is waiting for the Trustees to give the green light for when to install the markers. Melinda took the action to coordinate and schedule it. Partial

payments for this task were made during 2023.

- 8) Update on lot sales/capacity at East Expansion and North cemeteries:** The Trustees requested from Joan that Bev, our administrative assistant, start a tabulation file to track on a monthly basis the quantity of lots remaining before and after sales of RTIs.
- 9) Inventory of Veteran Graves (Eagle Scout project?):** This topic was tabled.
- 10) East Expansion, Phase II planning/scheduling:** The Trustees briefly discussed the Warrant article for \$10,000 to be added to the East Expansion Trust fund and the process for using those funds. The purpose of the tabulation discussed above is to help plan when Phase II will be started (e.g., 2026?).
- 11) Review/sign RTI transfer (Taylor):** Melinda signed the transfer.
- 12) Review monument application from Hudson Monument:** The Trustees reviewed the Application to Install a Monument at East Section F lot 343. Questions were raised requiring clarification of the dimensions and shape of the planned document. The illustration included in the packet from Hudson Monument was not totally clear and it was suggested that an actual photo of the planned monument be provided if it already exists. Amy took an action to follow up with Hudson Monument to clarify the information provided in the packet. Otherwise, the application is consistent with the cemetery requirements.
- 13) Expenditure and Revenue Report:** It was briefly reviewed and there is nothing significant to report (NSTR).
- 14) Stone and decoration matters at East:** A draft letter was reviewed and updated before it is mailed to the lot owner.
- 15) Meeting minutes:** Approval of meeting minutes was tabled due to a lack of a quorum with respect to the minutes. Approval is planned for the next meeting on 9 March.

The next Cemetery Trustee meeting is scheduled for Saturday March 9 at Town Hall starting at 8:00 a.m.

The meeting adjourned at 9:55 a.m. on a motion by Amy seconded by Raul and voted in the affirmative on a 3-0 vote. Marc left the meeting before it concluded.

Respectfully submitted,

Raul Blanche