



**Hollis Cemetery Trustees**  
7 Monument Square  
Hollis, New Hampshire 03049  
Tel. 465-2209 Fax 465-3701

---

## **Minutes January 17, 2008**

Attendees: Scott Fisher, Jeff Snow, Chris Buzzy and Nancy Bell

Absent: Doug Gagne – chairman

Staff: Kimberly Dogherthy, secretary

**The meeting was held in the Upper Town Hall and was called to order at 6:30 pm.**

### **Minutes**

*Chris moved to approve the minutes of November 15, 2007 as submitted. Nancy seconded and the motion carried unanimously.*

### **Old Business**

The secretary explained that Owen Associates submitted an invoice on December 27, 2007 for the amount of \$5415.00. The invoice included a section detailing work that still needed to be completed by his company in 2008. The amount the secretary requested to encumber from the 2007 approved budget was \$1160.00 leaving a total of \$4255.00 that should have been paid. The accounting department, in error, paid the full amount of \$5415.00 to Owen Associates. The secretary contacted Kevin Gardner, Owen Associates, and explained the mistake. Mr. Gardner agreed to complete the work as soon as the area was free of snow and the ground had thawed with the knowledge that he was already paid for his work.

The secretary explained that R.L. Ouellette Associates completed the surveying project of Section G located at East Cemetery. The Trustees made a motion in November to hire this company for the project but the total was not to exceed \$1500.00. The estimate from R.L. Ouellette Associates came in at \$2500.00. The secretary e-mailed the proposal to all Trustees and no one objected to the price. The secretary contacted Doug, chairman, and explained the Trustees had the money in the 2007 budget to complete the project and pay the bill in full. Doug agreed with this assessment and approved the expenditure.

Jeff explained that due to weather conditions any monument repairs would have to be delayed until the spring. He also explained that the Trustees needed the money from the 2007 repair line item to complete the surveying project.

The secretary was unsure if Doug contacted Jeff Babel, DPW Director, to discuss paving the aprons at East Cemetery and the possible closing of the cemeteries during mud season.

Scott explained that he was still working on the fee structure project. His objective was to predict the consumption of lots relating to population growth. Scott spoke to Deborah Adams when he visited Town Hall and she informed him that he would need to submit an official request for information.

Scott explained that he intended to submit a request for the number of burials in past years. Jeff suggested that Scott track the number of lots sold in past years and the amount of money that comes in from those sales. Jeff felt this would give Scott a better idea of how long the new cemetery land would last. Scott stated that the sale of lots would not offset operational costs. Scott agreed to continue working on his report and update the Trustees at their next meeting.

The Trustees discussed increasing the number of cremations that could be buried in one lot. They agreed to discuss the matter further next month when the chairman was present.

The secretary explained that Perpetual Care had not been increased in many years. Perpetual care was \$55 when the lots were \$100 per lot. Lots now sold for \$300 and the amount is the same. Jeff explained that perpetual care was almost 100% of the lot prices in the cemetery he worked at. The Trustees agreed the figure should be adjusted.

*Scott moved to raise the amount of perpetual care to 50% of the lot price. Nancy seconded and the motion carried unanimously.*

*NOTE: Perpetual care was actually \$65 per lot not the stated \$55.*

The Trustees discussed the Invitation for Proposals regarding 2008 lawn maintenance. See the attached document to view all changes. Changes were highlighted.

The secretary agreed to bring an updated copy of the Rules and Regulations to the next meeting reflecting the changes made at the November meeting. The secretary agreed to send a copy to the DPW Director to show him any changes made that might affect him.

### **New Business**

Jeff Snow announced that he would not be seeking re-election in 2008. The Trustees thanked him for his many years of dedicated service to the Town of Hollis.

The secretary informed the Trustees that Jeff Babel, DPW Director, was asked by the Board of Selectmen to seek proposals for lawn maintenance of the Town Hall, recreation fields and the cemeteries. Jeff Babel contacted the secretary last month and explained that the BOS were trying to cut costs by bundling all of the maintenance into one bid request. Jeff Babel stated that the Trustees would still be responsible for their budget and in control of the hired contractor. During that conversation, the cemetery bid process was explained to Jeff Babel stating that if he wanted the Trustees to consider accepting a bid that he solicited the Trustees would need time to review the bids prior to the deadline for their own solicited bids which was the second week of March 2008. Jeff Babel agreed to contact the secretary when he had any more details.

Jeff Snow reminded the Trustees that state law dictated that the Trustees were in charge of cemetery maintenance and not the BOS. Jeff Snow was not against this action but was unsure if he agreed with it either.

Nancy informed the Trustees that fall clean up was not completed at the East Cemetery. The Trustees agreed that when they hired a contractor they would compensate them for the additional work. The secretary would like to mail the bids to the Trustees this year so that they had time to review them prior to the March meeting. The Trustees agreed.

**Lots Sold (January 2007 – December 2007)**

17 lots sold

Bosquet, Cheryl	North G-28, 29, 38, 39	1-08-2007
Minton, Maureen F	North F-11	6-20-2007
Glover, Gerald & Marie	North D-22	7-30-2007
Litchfield, C. Stanley & Barbara	East H-857, 858	09-26-2007
Realmuto, Peter & Sandra	East F-317, 318, 369, 370	09/28/2007
Realmuto, Steve & Iris	East F-319, 320, 371, 372	09/28/2007
Pelletier, Donald & Dorothy	East E-247	10/29/2007

**Interments (January 2007-December 2007)**

22 burials performed

Marvell, Kenneth V.	East C-34	01-03-2007
Walker, Roy F. Jr.	East D-1	01-04-2007
Witthun, L. Marie (Hughes)	East F-455	01-09-2007
Bosquet, Tim D	North, G-29	01-11-2007
Hoffman, Jean M (Doyle)	East E-250	01-23-2007
Koehler, Marguerite L. (Grant)	East E-80	03-29-2007
Welts, Rose A.	East H-851	04-11-2007
Bell, Dorothy Harris	East E-11	05-04-2007
Jonis, Pauline A (Wilkaites)	East G-514	05-05-2007
Amelia A. Derie	East I-930	06-09-2007
Lund, Hilda L. Hastings	East C-20	06-16-2007
Lacroix, Roland A.	East I-887	06-16-2007
Fisher, Jean M.	East E-52	06-28-2007
Fisher, Milon J.	East E-52	06-28-2007
Bean, Everett Larkin	South B-18	08-18-2007
Maynard, Donna June (Taylor)	East C-70	09-24-2007
Gagnon, Mary Julie	East C-64	09-28-2007
Howe, Ethel Marion (Lull)	Pine Hill B-30	09-30-2007
Realmuto, Peter G.	East F-318	10-06-2007
Marchiorri, Lawrence	East C-93	10-26-2007
Robinson, Elizabeth "Libby" Sipe	East E-38	11-21-2007
Bartis, Sheila A. (Sullivan)	East D-18	11-29-2007

**Next Meeting** will be held February 21, 2008 at 6:30 PM in the Community Room.

*Nancy moved and Chris seconded to adjourn. The motion carried unanimously. The meeting was adjourned at 7:25 pm.*

Respectfully submitted,

Kimberly Dogherty, secretary