



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

8
9 **Minutes January 21, 2010**

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12 Attendees: Scott Fisher; Chairman, Doug Gagne; Vice Chairman, Nancy Bell, Chris Buzzy and Melinda
13 Willis. Staff: Kimberly Dogherty, Secretary

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15 The meeting was held in Upper Town Hall and was called to order at 6:10 pm.

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17 **NON-PUBLIC SESSION**

18
19 *MOVED by Nancy seconded by Chris that the Cemetery Trustees enter NON-public session*
20 *in accordance with RSA 91-A:3-II (c) for the consideration of matters which, if discussed in public, would*
21 *likely affect adversely the reputation of any person. Voting in favor of the motion were Nancy, Chris, Scott*
22 *Melinda and Doug. No one was opposed. The motion PASSED 5-0-0.*

23
24 The Trustees entered non-public session at 6:10 PM.

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26
27 **CONCLUSION OF NON-PUBLIC SESSION**

28
29 *MOVED by Melinda, seconded by Nancy that the Cemetery Trustees come out of NON-public session and*
30 *seal the minutes in accordance with RSA 91-A:3-II – (c). Voting in favor of the motion were Nancy, Chris,*
31 *Scott Melinda and Doug. No one was opposed. The motion PASSED 5-0-0.*

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33 The Trustees came out of non-public session at 6:45 PM.

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35 **Cemetery Maintenance Contract**

36 *Doug moved to award Spaulding Outdoor Services the 2010 cemetery maintenance contract with an option*
37 *to extend for 2011. Chris seconded and the motion unanimously passed.*

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39 The secretary agreed to mail an award letter to all of the contractors that submitted bids.

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41 **General Cemetery Maintenance Trust Fund**

42 The secretary submitted a request to the Trustees of the Trust Fund to establish an account titled General
43 Cemetery Maintenance Trust Fund. Effective January 1, 2010 the Trustees would no longer collect
44 perpetual care. The Trustees would collect general care in the amount of 50% of the lot price. The general
45 care funds would be deposited into the new General Maintenance Trust Fund.

46 The funds in this account could be used for any purpose. Melinda stated that the Trustees would need to
47 budget for withdrawal from this trust fund.

48 Melinda questioned why the special projects line was reduced in 2010 from \$5,000 to \$1,000. Scott
49 explained that he did not think the Trustees would need to budget more than \$1000 because of the
50 limitation of accessing perpetual care funds. Now that the Trustees were collecting general care instead of
51 perpetual care the funds could be used for the water project or another special project. Melinda volunteered
52 to attend a Selectmen's Meeting to restore the special project line to \$5,000. Melinda would explain to the
53 Board of Selectmen that there would be no tax impact by granting the \$4,000 increase because of offsetting
54 revenue. The Trustees asked Melinda if she would also request adding three line items to their budget. The
55 three line items were Special Projects (Trust Fund), Electricity and Dues and Membership.

56
57 *Doug moved to authorize Melinda to appear before the Board of Selectmen to request restoring the special*
58 *projects line item to \$5,000 and establishing three new line items for Special Projects (Trust Fund),*
59 *Electricity and Dues and Membership. Nancy seconded and the motion unanimously passed.*

60 61 **Rules and Regulation**

62 The Trustees reviewed the Rules and Regulations. One major change was to Section III, Cemetery Lots.
63 The Trustees increased lot capacity from two burials to four burials. The only stipulation was that
64 topography and lot configuration might reduce the maximum burial capacity of a lot. The other major
65 change, previously discussed, was restricting the purchase of a Right to Inter to Hollis residents. Doug
66 asked the secretary to proof read the Cemetery Rules to make sure that burial spaces was used consistently
67 in the document.

68
69 *Doug moved to approve the Hollis Cemetery Rules as amended. Chris seconded and the motion*
70 *unanimously passed.*

71 72 **Cy Pres Petition**

73 The Trustees discussed the Cy Pres Petition. This was a very detailed process that would release cemetery
74 funds for perpetual care to the Town. The secretary did not have a full understanding of the petition
75 process. The Trustees were not in favor of pursuing a petition at this time.

76 77 **Perpetual Care**

78 The Trustees discussed accessing perpetual care funds. Scott questioned if the income rolled over from year
79 to year. The secretary spoke to Terry Knowles and she confirmed that the income was always available.
80 The limitation was on the use of funds. Perpetual care funds were lot specific and the funds must be used
81 for the specific lot it was collected for. Melinda stated that the Trustees could use perpetual care funds to
82 pave a road in the East Cemetery. Each cemetery lot that abutted the road would contribute an equal dollar
83 amount. Perpetual care funds could be requested via voucher. Any lot that did not collect perpetual care
84 would have to be funded by the Town. The secretary did not agree that perpetual care funds could be used
85 to pave a road and agreed to contact Terry Knowles to ask if this would be a suitable project for the use of
86 perpetual care funds.

87 88 **East Cemetery Expansion**

89 The Trustees discussed how they could begin to save for the expansion of East Cemetery. Chris wondered
90 if the funds collected for general care could be used for the expansion of East Cemetery. If the funds
91 collected for general care could be used for the expansion project the Trustees could use the account as a
92 savings account. The secretary agreed to contact Terry Knowles, Attorney General's office, to find out if
93 there were any limitations on the use of general care funds. Doug volunteered to contact Cuoco and
94 Cormier to request an estimate for engineering costs of expanding East Cemetery.

95 Doug would ask what the projected cost would be in five years. Doug also stated that as a courtesy the
 96 Trustees should present an application to the Planning Board for review. The Trustees agreed that Planning
 97 Board input would be helpful.

98 **Fee Schedule**

99 The Trustees discussed the rates they currently charge for a burial. Last year, the Jeff Babel, DPW Director
 100 estimated the cost to perform a full burial was \$822.16 on a weekday and \$1004.52 on a Saturday. After
 101 performing an audit of burials performed since last year the DPW Director submitted new budget estimates
 102 for performing burials.

103

104 Jeff Babel recommended the following changes,

- 105 1. Charge the same rates for summer and winter seasons but include a disclaimer that if winter burials
 106 were permitted additional fees may be assessed.
- 107 2. Change weekday rates to Monday – Thursday and change weekend rates to Friday and Saturday.
- 108 3. Remove limb burials from the fee schedule.

109

110 Doug stated that increasing the burial fees to cover the cost of performing the burials would benefit the
 111 Hollis taxpayer. The secretary agreed to send the approved burial rates to the surrounding funeral homes.
 112 The secretary agreed to forward the approved Cemetery Rules and Fee Schedule to the Website
 113 Administrator once she completed them for posting.

114

115 *Melinda moved to approve the increases in burial fees effective immediately as documented below. Chris
 116 seconded and the motion unanimously passed.*

117

BURIAL FEES:			Existing	DPW Recommended	Approved
	Monday - Thursday	Full burial	\$350.00	\$700.00	\$700.00
		Infant burial	\$100.00	\$500.00	\$500.00
		Cremation	\$200.00	\$200.00	\$200.00
		Limb burial	Removed	Removed	Removed
		Disinterment	\$500.00	\$1,500.00	\$1,500.00
	Friday & Saturday	Full Burial	\$500.00	\$1100.00	\$1,000.00
		Cremation	\$350.00	\$350.00	\$350.00
		Infant Burial	\$100.00	\$900.00	\$800.00

118

119 **2009 Recap**

120 Scott thanked the Trustees for all of their effort and hard work in 2009. The Trustees completed the Pine
 121 Hill Security Project, installed new cemetery signs and coordinated many stone repairs just to name a few
 122 of their accomplishments.

123

124 Doug recommended that a compilation of questions and answers be created. He gave the example of
 125 perpetual care and what the funds could be used for. The secretary state that it was a great idea but one of
 126 the Trustees would have to create this document and keep it up to date. Doug did not feel it would be a
 127 difficult task and agreed to draft the document.

128

129 **Cemetery Inspection Reports**

130 None

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132 **Minutes**

133 *Doug moved to approve the minutes of November 19, 2009 as amended. Nancy seconded and the motion*
134 *carried unanimously.*

135 **Next Meeting** will be held February 18, 2010 at 6:00 PM in the Upper Town Hall Foyer, Hollis Town Hall.

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137 **Adjournment**

138 *Doug moved and Scott seconded to adjourn. The motion carried unanimously. The meeting was adjourned*
139 *at 9:46 pm.*

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142 Respectfully submitted,

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144

145 Kimberly Dogherty, Secretary