



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

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## Minutes February 21, 2008

Attendees: Doug Gagne; chairman, Scott Fisher, Jeff Snow and Chris Buzzy  
Absent: Nancy Bell  
Staff: Kimberly Dogherthy, secretary

**The meeting was held in Town Hall, Main Office and was called to order at 6:30 pm.**

### Minutes

*Chris moved to approve the minutes of January 17, 2008 as submitted. Scott seconded and the motion carried unanimously. Doug abstained.*

### Old Business

Scott explained that he had not worked on the fee project since their last meeting. Scott wanted to create a spreadsheet that showed projections for remaining cemetery lots at build-out. The Trustees discussed if Scott should continue working on this project. There were approximately 300 lots remaining in the East Cemetery. They estimated these lots to last 20 years. The Trustees unanimously agreed that Scott did not need to continue working on this project.

Scott asked the Trustees if they would be in favor of increasing the amount of cremations (2) allowed per cemetery lot. After an earlier conversation with Deb Adams, town staff, Scott felt the topic should be discussed amongst the Trustees. Jeff explained that if the Trustees allowed this increase they would need to allow for more markers per lot. Jeff was opposed to changing this rule. He explained that the Trustees could discuss special circumstances on a case-to-case basis. The Trustees were unanimously opposed to increasing the amount of cremations per cemetery lot.

Jeff was the Trustee responsible for handling all items related to monument repairs. Since this was his last meeting, he explained that Medlyn Monument was easily contacted by telephone. He would usually meet Dick Medlyn onsite to explain which stones needed repair. The Trustees did not assign a new monument repair liaison at this time.

Doug had not contacted Jeff Babel, DPW Director, to discuss paving of the aprons and closing the cemeteries for mud season. Kim offered to contact him for the Trustees. They thanked her. She confirmed that they were in favor of paving the aprons and opposed to closing the cemetery for mud season. The Trustees agreed.

### New Business

Doug asked if any citizen had shown interest in filling the vacancy being left by Jeff. The secretary explained that the Selectmen were not yet aware of the vacancy. The secretary agreed to have something posted on the website soliciting interest.

Last week, the secretary mailed the Invitation for Proposals to at least ten contractors. She advertised the invitation in three local papers and received many telephone calls asking questions. She expected a record number of bids to be submitted this year.

The bids will be opened on Thursday, March 13<sup>th</sup> at 11:00 am. Chris asked if the Trustees would again make their decision and award the contract based on conformance, cost and experience. Chris asked if they would eliminate bids if they did not include all of the requested information. All of the Trustees answered yes to both questions. The Trustees requested the secretary to create a summary sheet for each bid highlighting missing items. The secretary suggested the Trustees add a line item on the bid (next year) asking for a projected yearly cost assuming 16 mows. She felt this would be helpful to them when making their decision. Doug agreed. Doug remembered last year trying to figure the total cost of each bid during the meeting. After creating a summary sheet for each bid the secretary would evenly distribute the references and forward to the Trustees. She agreed to have the information to them by Friday, March 14<sup>th</sup>. This would give the Trustees ample time to contact the references. Chris asked what they should be basing the reference call on. The Trustees agreed that their main concern and topic of discussion should be customer satisfaction.

Chris questioned if their deliberation to discuss the bids could be held in non-public session. The secretary agreed to ask Troy Brown, Town Administrator. She felt that they could deliberate for reasons of reputation. NOTE: The Trustees were perfectly within their rights according to RSA 91-A:3-II-(c) to deliberate in non-public session for matters of reputation.

**Lots Sold (January, February)**

2 lots sold

Tyska, Louis & Julie

East G-631, 632

1-08-2007

**Interments (January, February)**

0 burials performed

**Next Meeting** will be held March 20, 2008 at 6:30 PM in the Community Room.

*Jeff moved and Chris seconded to adjourn. The motion carried unanimously. The meeting was adjourned at 7:40 pm.*

Respectfully submitted,

Kimberly Dogherty, secretary