



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

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8 **Minutes March 18, 2010**  
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11 Attendees: Scott Fisher; Chairman, Nancy Bell, Chris Buzzy and Melinda Willis.

12 Absent: Doug Gagne; Vice Chairman. Staff: Kimberly Dogherty, secretary  
13

14 The meeting was held in Upper Town Hall and was called to order at 6:05 pm.  
15

16 **Election of Officers**

17 *Chris Buzzy moved to nominate Melinda Willis as Chairman. Nancy Bell seconded and the motion*  
18 *unanimously passed.*

19 *Melinda Willis moved to nominate Scott Fisher as Vice-Chairman. Nancy Bell seconded and the motion*  
20 *unanimously passed.*

21 The secretary agreed to request that the website was updated with the new officers.  
22

23 **Membership By-laws**

24 The Trustees reviewed the proposed text regarding general care in Section IV.B.

25 *Chris moved to approve the Membership By-Laws as amended. Nancy seconded and the motion*  
26 *unanimously passed.*  
27

28 **Cemetery Rules**

29 Section III.3.d & III.3.e - The Trustees reviewed the proposed changes submitted by Jeff Babel, DPW  
30 Director. The change in wording would require that cremation burials occur on top of full burials. The  
31 Trustees agreed with the proposed wording.  
32

33 Section III.8 - Delete the following wording “which portion shall be” and “prior to January 1, 2010”.  
34 Add the following sentence. “ General Care funds shall be used for general cemetery purposes including  
35 capital improvement and special projects”  
36

37 Section VI.2 - Remove entire sentence, “No tree shall be planted on any grave.

38 The Trustees agreed that VI.1 required approval for any planting and was sufficient.

39 *Scott moved to approve the Hollis Cemetery Rules as amended. Chris seconded and the motion*  
40 *unanimously passed.*  
41

42 **Cemetery Maintenance**

43 The Trustees discussed the possibility of the Department of Public Works (DPW) maintaining the  
44 cemeteries. Chris stated oversight and responsibility for maintaining the cemeteries was dictated by state  
45 statute and was entirely the responsibility of the Cemetery Trustees.

46 The Trustees agreed. Last month a work order was submitted to the DPW to remove a tree in the Pine Hill  
47 Cemetery. The DPW Director stated that the maintenance company hired by the Trustees was responsible  
48 for removing down trees in the cemeteries.

49 The secretary explained to the DPW Director that funds were not budgeted for extra work requiring  
50 additional labor charges. The DPW Director recommended that the Trustees include removal of tree debris  
51 in their next maintenance contract. The Trustees discussed this suggestion and disagreed. The Trustees felt  
52 the company they hired to mow the lawn should not also be capable of removing trees. The Trustees were  
53 trying to keep to a flat budget and hoped that the Department of Public Works would be able to assist them  
54 with the five or six work orders for miscellaneous work they needed completed throughout the season. The  
55 secretary agreed to discuss whether or not the DPW Director would be able to assist the Trustees with  
56 future requests.

57

### 58 **Cemetery Inspection Reports**

59 The Trustees discussed the cemetery headstones that were still under the church porch in the Churchyard  
60 Cemetery. The Trustees decided that at their next meeting they would inventory the headstones under the  
61 porch and determine if the stones belonged in the Churchyard Cemetery. The Trustees discussed different  
62 ways of arranging the headstones in the cemetery. No decisions were made.

63

### 64 **Other Business**

65 After the last meeting the secretary informed the Town Administrator of all of the document changes  
66 approved over the last several months. The Town Administrator asked if the Trustees would mind coming  
67 to the April 12, 2010 meeting to update the Board of Selectmen. Melinda agreed to attend the meeting to  
68 explain the Right to Inter vs. Cemetery Deed and give an overview of the major changes to the Cemetery  
69 Rules and newly adopted Membership By-Laws.

70

71 The Trustees discussed the cemetery records. The secretary stated that she had copies made of the cemetery  
72 maps and gave them to the DPW. A copy of the database was backed up so if something ever happened to  
73 her computer another copy existed. The deed cards and original deeds were not copied or protected. The  
74 deed cards had information regarding each burial on the back of the card. The Trustees would like the deed  
75 cards and original cemetery documents to be placed in a fireproof box. The secretary agreed to research the  
76 cost to purchase a fireproof box.

77

78 The Trustees discussed the master list of necessary stone repairs. Chris took a quick glance at the list and  
79 thought that many of the stones had already been repaired. The Trustees agreed to check the master list for  
80 accuracy while visiting the cemeteries this year.

81

### 82 **Minutes**

83 *Scott moved to approve the minutes of January 21, 2010 as submitted. Chris seconded and the motion*  
84 *carried unanimously.*

85 *Chris moved to approve and unseal the non-public minutes of January 21, 2010 as submitted. Nancy*  
86 *seconded and the motion carried unanimously.*

87

88 **Next Meeting** will be held April 15, 2010 at 6:00 PM in the Churchyard Cemetery.

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### 90 **Adjournment**

91 *Chris moved and Scott seconded to adjourn. The motion carried unanimously. The meeting was adjourned*  
92 *at 7:20 pm.*

93

94 Respectfully submitted,

95

96 Kimberly Dogherty, Secretary