



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

Minutes April 17, 2008

Attendees: Scott Fisher; chairman, Nancy Bell, Melinda Willis and Chris Buzzy

Absent: Doug Gagne

Staff: Kimberly Dogherty, secretary

The meeting was held in South Cemetery and was called to order at 6:00 pm.

Minutes

Nancy moved to approve the minutes of March 20, 2008 as submitted. Chris seconded and the motion carried unanimously Melinda abstained.

Moved by Chris seconded by Nancy that the Cemetery Trustees approve and keep sealed the NON-public minutes of Thursday March 20, 2008 as amended. Voting in favor of the motion were Chris, Nancy and Scott. Melinda abstained.

Review and approval to unseal the following non-public minutes was tabled until next month.

May 15, 2003, June 19, 2003, July 17, 2003, August 21, 2003, September 18, 2003, October 16, 2003, December 4, 2003 and January 15, 2003.

Old Business

Einstein's Insurance will expire in July. The Trustees will request an updated Certificate of Insurance in June.

Earlier this month, the secretary scanned and e-mailed the estimate submitted by Einstein's for fertilizing the cemeteries. (Estimate is attached to minutes) Doug, not present, had made comments that implied he was against certain chemicals in the estimate. The Trustees tabled the discussion until their next meeting.

Chris had not yet drafted the letter to Jeff Snow. Jeff was elected as a Trustee in March of 1990, stated the secretary. Chris had a great handle on writing the letter but had not completed it yet. Chris hoped to have the Selectmen mail the letter thanking Jeff for 19 years of service as a Cemetery Trustee from their office.

Scott questioned if the passbook account for Brocklebank passbook account was closed. The secretary stated that the account was closed and the funds were forwarded to the Trustees of the Trust Fund by the Finance Department.

New Business

The secretary asked if the Trustees would be attending the following two training sessions being held in Concord, NH by the Attorney General's Office.

The Cemetery Trustees Training on June 5th being held from 8:30 a.m. - 12:00 p.m. and/or the Trustees of the Trust Funds Training on Friday, June 6th being held from 8:30 a.m. - 11:30 a.m.

Melinda, Chris, Scott and the secretary planned to attend.

Doug, earlier in the day over e-mail, suggested the Trustees take photographs of the cemetery during their inspection. He felt this would help them document changes that occurred over the previous year. Chris liked the idea but had a different angle. On a larger scale, Chris hoped to take photographs every five years. He wanted to hire a professional photographer to take an aerial view photographs. Chris was thinking along the lines of historical documentation of all of the cemeteries. The Trustees were in favor of taking photos of the cemetery during inspection but needed to budget to purchase a camera for that purpose. Nancy thought an eagle scout might be interested in this type of project. Scott thought there might be a photography badge for the scout program. The Trustees liked both ideas.

The Trustees intended to discuss the cemetery trust fund accounts but Melinda explained that she needed to do more research. Melinda reported the following facts

- Most accounts pre 1984 had a specific purpose attached to them
- The Trustees could only use the income. She further explained that the funds that were donated could not be used but the interest they earned could.
- The Trustees could only use the income for improvement, watering or care of the cemetery.

Melinda agreed to research the subject further. She intended to create a spreadsheet showing all of the accounts including available funds. The Library Trustees used the income from their trust funds to supplement the amount they request from the Selectmen.

Vahrij Manoukian submitted a verbal complaint to Nancy regarding the condition of the East Cemetery. It appeared to him that while the Department of Public Works (DPW) was plowing the roads for a burial they pushed dirt onto lots. The Cemetery Trustees did not have any funds to correct this problem. The Trustees instructed the secretary to submit a work order requesting the DPW take care of the overall damage to the East cemetery created by plowing.

Melinda explained the current process for cemetery lot sales. The sale of a lot is broken into two parts, 50% of the price is for the cemetery lot while the remaining 50% is for perpetual care. Deb Adams submits funds collected from lot sales to the Finance Department (FD). The FD deposited 100% of the monies into the General Fund. The following January, Deb submits a yearly report of lot sales to the Town Administrator, showing a breakdown of each purchase and the amount received for cemetery lots and perpetual care. The Town Administrator forwards this information to the FD and the Trustees of the Trust Funds directing them to transfer the monies collected for perpetual care the previous year into the appropriate trusts.

Melinda will draft a letter requesting that when the monies are collected for cemetery lot sales, 50% should be transferred to the General Fund and the 50% for perpetual care should be sent directly to the Trustees of the Trust Funds to generate the trust. The Trustees agreed that this would be the correct process.

Melinda had a few questions/suggestions for the Trustees.

1. Abandoned Lots. The RSA's referenced the taking of lots if they were left abandoned for more than 50 years. Melinda explained the owner of record must first be contacted but if they do not respond within 30 days the lots could be considered abandoned. The secretary explained that the cemetery records were not kept very well pre 1990 and the Town may not have any contact information for many deed owners. The secretary recommended working on a process that would include a beneficiary form that must be filled out at the time of the lot sale. The Trustees agreed.
2. Melinda questioned why four lots must be purchased to erect an upright monument. Nancy explained that four lots allowed enough room for both the burial and the monument to be installed. The Trustees had several rows in the East Cemetery resurveyed larger so that they could sell two lots instead of four to allow an upright monument.
3. Melinda questioned why only two cremations were allowed in one lot. Chris was unsure but felt that it had never been an issue. Nancy stated that as long as she has been a Trustee only two have been allowed in one lot. She guessed that when the rule was made not many people were being cremated.

Chris thanked Melinda for all of her suggestions and questions. Chris explained that the summer months were busy for the Trustees and usually held outdoors. The Trustees usually picked a project to work on over the winter months. Chris explained that the Trustees had many projects on their back burner that were held off because of lack of funding. The Cemeteries hoped to someday have all cemetery information available online. The Trustees also wanted to erect a directory sign showing the overall layout of the cemetery including the roads.

The secretary read a letter submitted by the Barbour family. The letter (attached to minutes) explained that she was requesting a rehearing of ZBA Case #2008-03 regarding the expansion of a non-conforming use by Herman Stickney located at 4 Broad Street. The Barbour's felt the Cemetery Trustees should have been notified of the case because they were the overseer of the Churchyard Cemetery even though the Town of Hollis owned the property. The Trustees were unsure if they were ready to take a position without first visiting the site. The Barbour's felt that their input would have possibly altered the outcome of the ZBA case. Melinda agreed to draft a letter stating that the Cemetery Trustees were not notified of this case. She would include the verbiage that the Trustees were unsure of their position at the time. The Trustees tabled discussion until next month.

Inspection of South Cemetery

Overall the Cemetery looked good. The Trustees would like the poison ivy to be sprayed again this year.

Kim to instruct DPW on a few items needing attention:

South Cemetery

- Spray poison ivy along the gate and any necessary area in May before it gets out of control.

East Cemetery

- Take care of the overall damage to the East cemetery
- Rake dirt from lots
- Reseed if necessary

Kim to instruct Einstein's on a few items needing attention:

- Remove hay from a recent burial at the Everett Bean lot. (South end)
- Spring clean up might be more involved because of the damage made from the plows during the winter.

These stones were in disrepair:

- Martha Burge – leaning
- Abigail Eastman – base cracked and leaning
- Deceased Veterans has slid off base (Located under flag pole)
- Ann A. wife of Rev Deming – stone broken and on ground
- Colburn – still leaning
- George A. Holt – leaning
- Lorenzo Quaid – stone moved and sideways.

Lots Sold (March and April)

4 lots sold

Sundstrom, Robert & Grace	East G 619,620	04/01/2008
Marvel, Richard & Jeannette	East G 473,474	04/07/2008

Interments (March and April)

1 burial performed

Sundstrom, Theresa	East G-620	04/22/2008
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Next Meeting will be held May 15, 2008 at 6:00 PM in the East Cemetery.

Adjournment

Chris moved and Melinda seconded to adjourn. The motion carried unanimously. The meeting was adjourned at 7:45 pm.

Respectfully submitted,

Kimberly Dogherty, secretary