



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

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9
10 **Minutes May 15, 2008**
11
12

13 Attendees: Scott Fisher; chairman, Doug Gagne, Nancy Bell, Melinda Willis and Chris Buzzy
14 Staff: Kimberly Dogherty, secretary
15 Note: Doug and Scott arrived at 6:15pm
16

17 The meeting was held in East Cemetery and was called to order at 6:00 pm.
18

19 **Minutes**

20 *Chris moved to approve the minutes of April 17, 2008 as amended. Nancy seconded and the motion carried*
21 *unanimously Doug abstained.*
22

23 *Melinda moved to unseal the non-public minutes of May 15, 2003, June 19, 2003, July 17, 2003, August 21,*
24 *2003, September 18, 2003, October 16, 2003, December 4, 2003 and January 15, 2004. Chris seconded and*
25 *the motion carried unanimously.*
26

27 **Inspection of East Cemetery**

28 Overall the Cemetery looked good. It appeared that Einstein's had not yet completed the annual spring clean
29 up. There were many violations including the use of artificial flowers and artificial illumination. There was
30 extensive grub damage near Sections H and I.
31

32 **These stones were in disrepair:**

- 33 • Hattie Blood - knocked off it's base (Section C-11)
34

35 Kim to instruct DPW on a few items needing attention:

- 36 • Remove damaged tree branch (Michelle Viega Chartier tree) if facing the East Cemetery from Wheeler
37 Road it is the fourth tree from the left.
- 38 • Schellenberg flat stone is on the corner, please stake the corner of both sides of the road near this
39 stone.
40

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

- 42 • Spring clean-up must be completed before Memorial day
- 43 • Trim the grass around all of the flat stones
- 44 • Pick up all of the old flower pots
45
46

47 The secretary received a complaint (letter on file) from Norman Storrs. He was disappointed with the Trustees
 48 for their lack of enforcement regarding the placement of artificial flowers. He also recommended they add
 49 statues to their prohibited section.

50
 51 The Trustees noted the following lot owners in violation of the Cemetery Rules and Regulations. Nancy and
 52 Chris volunteered to dispose of the flowers that were not picked up.

53
 54 The following lots had artificial flowers

55 The Trustees asked the secretary to write a letter asking for the artificial flowers to be removed within two
 56 weeks.

57 Section I Liley, Manoukian, LeStrange and St Amant

58
 59 Section H McManus and Kimanne (Tilsley)

60
 61 Section C Taylor, Mayou, Lund (William), Ladd and Constantine (Nute),

62
 63 Section D Pratt, Clinton and Koster (Racine),

64
 65 Section E MacPhee, Rudinsky (Cross), Reed, Brown, Thompson, McGilvary, Yuksel (Fallon), Sprague,
 66 Rock, Ogrodowczyk, Mores, Wood, Moody, Rimbach, Wright (Baker) and Hoffman (Carlson),
 67

68 The following lots had artificial illumination.

69 The Trustees asked the secretary to write a letter asking for the artificial illumination to be removed within one
 70 month.

71 Section E Mathews and Weston

72
 73 The following lots needed to trim shrubs.

74 The Trustees asked the secretary to write a letter asking for the trees to be trimmed be done within one month.

75 Section H Harnish,

76
 77 Section E George, Kimmerlin (lilac tree), Boucher

78
 79 **Old Business**

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

81
 82 Doug explained that he was not in favor of hiring Einstein's for applying the fertilizer. Doug felt it was a low
 83 rate quote and assumed that they were going to use a liquid product. Doug would only apply a granular, slow
 84 release product. Scott asked if they should apply grub control product instead of fertilizer this year. Doug
 85 explained that the grub damage was done. Doug was against chemical control of grubs because it was too
 86 expensive and the cemeteries did not have irrigation. The Trustees discussed the pros and cons of fertilizing
 87 and grub control. Doug suggested that they oversee all of the affected areas. The Trustees agreed. The
 88 Trustees asked the secretary to obtain a quote from Einstein's for re-seeding of the areas (necessary) in all of
 89 the cemeteries. The Trustees would like the quote to break down the cost for each individual cemetery. The
 90 work should be done in August no later than mid-September. Doug asked the secretary to ask the contractor to
 91 use a tall fescue blend seed.

92
 93 The Trustees asked if the thank you letter to Jeff Snow written by Chris was mailed to him. The secretary
 94 explained that the Selectmen read the letter on television and she was waiting to get the original signed copy
 95 from the Town Administrator. The secretary agreed to mail the letter as soon as she received it. The Trustees
 96 thanked Chris again for writing the letter.

98 The secretary reminded the Trustees of the following two training sessions being held in Concord, NH by the
99 Attorney General's Office.

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

102 Kim suggested meeting at Town Hall at 7:30am to save gas and carpool.
103

104 The Trustees intended to discuss the cemetery trust fund accounts but Melinda explained that she needed to do
105 more research. She intended to create a spreadsheet showing all of the accounts including available funds.
106 Melinda stated that she would submit the spreadsheet to the secretary for next month's meeting because she
107 would be out of town. Melinda recommended they review the information at the June meeting for discussion
108 at their July meeting
109

110 The secretary submitted a work order, last month, requesting the DPW take care of the overall damage to the
111 East cemetery created by plowing. The secretary reported that the work had been completed. The Trustees
112 inspected the cemetery and thanked the DPW for taking care of this matter in such a timely manner.
113

114 Melinda drafted a letter to the Town Administrator requesting a procedural change. She asked that when
115 monies were collected for cemetery lot sales, only the 50% for the general fund should be transferred to the
116 General Fund and the 50% for perpetual care should be sent directly to the Trustees of the Trust Funds to
117 generate the trust. The Trustees asked the secretary to submit the letter on their behalf on town letterhead.
118

119 Doug spoke to Kevin Gardner, stonewall contractor, about completion of the wall at the Churchyard
120 Cemetery. Kevin injured his knee and apologized for the delay in completing the wall. He hoped to complete
121 the wall in a couple of weeks.
122

123 Melinda hoped the Trustees would pursue getting all of their historical information online. While surfing the
124 web doing her own genealogy project, she came across a website in NY that was fantastic. Melinda wanted the
125 Trustees to consider this as their winter project.
126

127 Melinda stated that she attended the Zoning Board of Adjustment (ZBA) meeting regarding Case #2008-03
128 (Barbour) for a request for a rehearing. She said the ZBA secretary did not acknowledge the Cemetery
129 Trustees letter. When Melinda mentioned it existed, the Zoning Board voted to not allow the letter to be read
130 into the record, although they did vote to allow the ZBA secretary to read other letters. Melinda stated that the
131 ZBA secretary read a letter from the HDC. In the end, the ZBA decided to deny the request for rehearing.
132 Chris questioned if the Trustees should take a formal vote to whether or not they would have wanted to speak
133 at the original hearing or at a rehearing. Melinda said now it is a mute point. Melinda was not sure if the
134 Barbour's intended to file a lawsuit against the town. Melinda explained the many mistakes that were made
135 starting in 1985 regarding this property (4 Broad Street).
136

137 Melinda explained the following events as fact. The Board of Selectmen (BOS) in ~1985 made an agreement
138 with the Stickney's. This agreement was not legal. Later in January of 2006 the Building Department sent a
139 letter to the Stickney's stating they needed to correct several issues and appear before the ZBA. Mrs. Stickney
140 got ill and they never appeared before the ZBA. Next, the Building Department began negotiations with the
141 Stickney's attorney trying to make another agreement. The town attorney told the BoS to stop the Bldg
142 department negotiations. After being counseled by the town attorney stated that the Stickney's needed to go
143 before the ZBA. The Building Department then wrote a letter to the Stickney's stating that they were not in
144 violation. This was wrong procedure according to Melinda, because since the time the bldg dept had sent a
145 letter saying there was a violation, there had been no action taken by the ZBA.
146

147 Kim stated that the BOS could not overrule the Building Department. Melinda stated the BoS cannot overrule
 148 a bldg dept action, that the Town Administrator was in charge of the Building Department and if a Building
 149 Department employee was not doing their job the Town Administrator could fire them.

150 Kim stated that to fire someone because of a difference in opinion regarding expansion of a non-conforming
 151 use between the BOS and the Building Inspector would be a very gray area. Scott asked the secretary if legally
 152 the Town of Hollis was notified. Kim stated yes.

153
 154 (Added comment for clarification by Melinda: The BoS cannot overrule a bldg dept decision, nor allow
 155 actions not normally allowed by regulation or RSA, nor sign a negotiated agreement with a land owner over a
 156 nonconforming issue. The bldg dept does not have the legal right to negotiate with a landowner. If there is an
 157 item in question, it goes before the ZBA as the legal body to make the decision. This is the point that the town
 158 attorney was making. Another point, as the Executive Board of the Town, if an employee is misperforming
 159 their duties, the Selectmen have the authority to see that corrective action is taken by the appropriate
 160 supervisor. This is not a case of a difference of opinion, but a case of making sure that procedure is followed
 161 correctly.

162
 163
 164 Melinda explained that the Trustees should have been notified of ZBA Case #2008-03 by the town staff. This
 165 would have allowed them the opportunity to speak on whether or not the expansion of use affected the
 166 neighborhood. The Trustees agreed but legally the Town did nothing wrong. Chris did not agree that this was
 167 the Cemetery Trustee's issue. Chris stated that in the five years he had served as a Trustee nothing had
 168 changed on the property (4 Broad Street). Doug agreed but was concerned that if the sheds that now served as
 169 a buffer were moved from the property line he might change his mind. Doug did not have enough information
 170 to make an informed decision. Melinda explained the ZBA process and how the case got to where it was. The
 171 Trustees took no action.

172 173 New Business

174 Scott discussed the possibility of an Eagle Scout project with Mike Dougherty, Senior Scout Leader, last
 175 week. Mike told Scott that the scout program did have a photography badge. Scott told Mr. Dougherty that the
 176 Trustees would be very interested to work with the scouts on a project. Chris reminded the Commission that
 177 Jonathan Flynn completed the gates at the Churchyard Cemetery for an Eagle Scout project. Melinda stated
 178 the Woodmont kiosk was a scout project as well.

179
 180 The Trustees discussed purchasing a digital camera to take photos of the cemeteries on a yearly basis for
 181 comparison. Melinda asked the secretary to write a request memo to the Town Administrator asking for
 182 authorization to purchase a digital camera using the executive funds. Melinda stated that the Town should
 183 have a camera for all employees to use.

184 185 Lots Sold (May)

186 0 lots sold

187 188 Interments (May)

189 2 burials performed

190 Hoar, Philip F East E-95 05/03/2008

191 Latulippe, Alice East C-58 05/17/2008

192
 193 Next Meeting will be held June 19, 2008 at 6:00 PM in the North Cemetery.

194 195 Adjournment

196 *Doug moved and Chris seconded to adjourn. The motion carried unanimously. The meeting was adjourned at*
197 *7:50 pm.*

198

199

200 Respectfully submitted,

201

202

203 Kimberly Dogherty, secretary