



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

7
8 **Minutes July 16, 2009**
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10

11 Attendees: Scott Fisher, Chairman; Doug Gagne, Vice Chairman; Chris Buzzy, Nancy Bell and Melinda
12 Willis.

13 Staff: Kimberly Dogherty
14

15 The meeting was held in the South Cemetery and was called to order at 6:01 pm.
16

17 **Minutes**

18 *Chris moved to approve and keep sealed the non-public minutes of March 19, 2009 as amended. Doug*
19 *seconded and the motion carried unanimously. Melinda abstained.*
20

21 *Review of the June 23, 2009 meeting minutes was tabled.*
22

23 **Cemetery Inspection Reports**

24 **South Cemetery**

25 Overall the cemetery was in excellent condition. There were no violations of the Cemetery Rules and
26 Regulations.
27

28 **These stones were in disrepair (South Cemetery)**

- 29 • Burge, Martha – toppled over (Doug placed it back) but needs to be reset.
- 30 • **Deming, Ann – fell over**
- 31 • Colburn Lot – front center retaining wall is leaning
32

33 **Nancy to instruct Spaulding Outdoor Services on an item needing attention: (South Cemetery)**

- 34 • Maple tree growing in the north corner near the Spaulding and Fletcher Lots.
35

36 **Churchyard Cemetery**

37 Nancy reported that she contacted Spaulding to remove scrub bushes along the inside of the wall. Chris
38 asked Kim to create and forward a list of stones needing repairs from all of the cemeteries. Kim agreed.
39

40 **Old Business**

41 Review of the Right to Inter was tabled
42 .

43 Review of the Cemetery Rules was tabled
44

45 Scott asked Kim to follow up with the State Archeologist to determine where the stones that were found
46 buried in the backyard of a Silver Lake Road home belong. Kim agreed.

47 Nancy asked Kim to compose a list of the areas in all of the cemeteries needing seed. The list needs to
48 include the lot location as well as the names. Kim agreed to provide this list and have it ready by the next
49 meeting. Nancy would instruct Spaulding Outdoor to seed the cemeteries in the fall using this list.
50

51 Doug did not have a chance to contact Dave Orde about the informal farming agreement at East Cemetery.
52 The Hollis Agricultural Commission (HAC) intends to draft a template lease agreement for all farming
53 agreements. The Trustees discussed the process of signing lease agreements. Kim agreed to research the
54 approval process but guessed that once the HAC drafted the contract it would be forwarded to the Cemetery
55 Trustees for their input and approval and then forwarded to the Board of Selectmen for final approval and
56 signatures. The Trustees agreed that they would not need to expand the cemetery for at least 15 years. Chris
57 felt that surveying and preliminary planning would need to begin in 12 years. The Trustees agreed. Doug
58 agreed to contact Dave Orde to discuss these concerns and inform the HAC of the Trustees timeframe.
59 Review of green burials was tabled and the Trustees decided it should be included as part of the cemetery
60 expansion discussion.
61

62 Doug stated that the grub control contract was specifically for the treatment of grubs in the South, East and
63 North Cemeteries but it appeared that all of the cemeteries received treatment. Doug asked Kim to check to
64 make sure the invoice was for the agreed upon amount of \$1045.00.
65

66 Chris reported that he had not had an opportunity to get a second estimate for removal of the damaged tree
67 located at the East Cemetery near the King lot.
68

69 Scott followed up with Lynn Goldberg at the Congregational Church about the placement and use of BBQ
70 grills in the Church Cemetery. Lynn assured Scott that the grills would be removed ASAP.
71

72 The Trustees discussed allowing the use of upside down vaults. Scott agreed to contact Jeff Babel, Director
73 of Public Works, for his opinion and report back next month.
74

75 The Trustees budgeted \$5,000 for a special project in 2009. They decided that bringing a water source to
76 the East Cemetery was most important this year. The Brocklebank family made a donation in the early 70's
77 for the specific purpose of installing a well or irrigation. Melinda received an estimate from Skilling's that
78 ranged from \$2000-\$4500 for installation of the well and \$2000-\$2500 for the well pump and labor fees.
79 Doug hoped to also have 4-6 spigots installed in convenient locations. The Trustees agreed that they would
80 only install the well this year and budget for installation of the pump next year. Kim reminded the Trustees
81 of the Town's bid policy and stated that they would need to draft written specifications and get estimates
82 from a few other companies. Scott agreed to pursue this and present additional estimates next month.
83

84 Chris and Scott agreed to meet with Jack Hurley at Pine Hill Cemetery to discuss the electricity
85 requirements and sensor placement to prevent criminal trespassing and vandalism in the cemetery. Jack
86 Hurley has graciously agreed to donate the materials and his time to complete this project. As a result of
87 this meeting, Chris intended to leave with a hand-sketched plan of the proposed work. The Trustees agreed
88 to meet at the Pine Hill Cemetery next month to review the plan and move forward with this project.
89

90 The Trustees discussed erecting cemetery signs informing visitors of the hours. Russell Ux, Police Chief,
91 stated that in order to properly enforce cemetery hours he would need trespassing signs at each entry point.
92 Chris agreed to move forward with coordinating installation of the signs by contacting Chief Ux and Jeff
93 Babel for their assistance.
94
95

96 **New Business**

97 A request was submitted to the Town Hall to schedule three cremation burials at one time. The cost for a
98 cremation burial was \$350 on a Saturday. A fee reduction was requested and after discussing the cost with
99 the DPW Director and town staff Scott approved a fee reduction and charged this family \$350.

100
101 The Cemetery Trustees received a request to plant a Kousa Dogwood in the Section G Tree Lot Section.
102 The applicant wanted to purchase two cemetery lots in a location where a tree could be planted.
103 Unfortunately Doug had not had an opportunity to create a tree plan for this section. The Trustees tabled
104 review of this request until Doug completed the Section G Tree Lot plan. Kim agreed to contact the
105 applicant with the status of this request.

106
107 Kim presented new reports for yearly interments and burial fees created from Microsoft Access. Melinda
108 requested a lot sales report as well. Kim agreed to present three reports each month.

109
110 Cemetery Expenditure and Anticipation reports were reviewed. Nancy stated that Spaulding was a little
111 behind on submitting invoices and the current amount on the report was low.

112
113 **Next Meeting** will be held August 20, 2009 at 6:00 PM in the Pine Hill Cemetery, Nartoff Road.

114
115 **Adjournment**

116 *Chris moved and Nancy seconded to adjourn. The motion carried unanimously. The meeting was*
117 *adjourned at 7:50 pm.*

118
119
120 Respectfully submitted,

121
122 Kimberly Dogherty, Secretary