



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

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8 **Minutes August 20, 2009**
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11 Attendees: Scott Fisher, Chairman; Chris Buzzy and Melinda Willis
12 Absent: Doug Gagne, Vice Chairman and Nancy Bell
13 Staff: Kimberly Dogherty
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15 The meeting was held in the Pine Hill Cemetery and was called to order at 6:04 pm.
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17 **Minutes**

18 *Melinda moved to approve the minutes of June 23, 2009 as submitted. Chris seconded and the motion*
19 *carried unanimously.*
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21 *Chris moved to approve the minutes of July 17, 2009 as amended. Melinda seconded and the motion*
22 *carried unanimously.*
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24 **Cemetery Inspection Reports**

25 **Lawrence Cemetery**

26 Chris reported that he visited the Lawrence Cemetery and noticed a broken stone for Mrs. Elyscy Moore.
27 He asked Kim to add this to the inventory list she created.
28

29 **Pine Hill Cemetery**

30 Overall the cemetery was in good condition. Melinda noticed that overgrown bushes in the Southeast
31 corner of the cemetery needed to be trimmed and she volunteered to trim them. There were no violations of
32 the Cemetery Rules and Regulations. Many stones were damaged and needed repair. Chris met with Dick
33 Medlyn earlier in the day to discuss repairing the damaged stones. Dick Medlyn knew he was working with
34 a budget of \$1000 and he agreed to fix as many stones as possible with that amount of money. Chris agreed
35 to return to Pine Hill Cemetery, in a week or so, to inventory the stones that did not get repaired. Dick
36 Medlyn will also fix one stone in the South Cemetery.
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38 **All Cemeteries, Stone Repairs (Needed)**

39 **South Cemetery**

- 40 • Burge, Martha – toppled over (Doug placed it back) but needs to be reset.
- 41 • **Deming, Ann – fell over**
- 42 • Colburn Lot – front center retaining wall is leaning
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44 **East Cemetery**

- 45 • Wright, Mary Jane – leaning
- 46 • Foundation without monument found next to the Cudworth Lot

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Churchyard Cemetery

- Saunderson, Ursula P - leaning
- Willoughby, and the stone next to it were leaning
- Elizabeth L (Second row of stones behind Memorial Park)
- Willoughby, Miranda (down and broken in pieces)
- Messer Charles – leaning
- Messer – leaning
- Holt, Betty – leaning
- Colburn, Elizabeth – leaning
- Colburn, Martha Jane – leaning
- Colburn Children (Benjamin, Peter and Anna)
- Wheat, Soloman – leaning
- Pierce, Susanna - leaning
- Farley, Susanna – leaning

North Cemetery

- Broken stone: Rebecca Abott & stone next to it Abott was a fresh fall, broken in 2 places.

Pine Hill Cemetery

- Gram, Sarah B
- Kelley, William and Dorcas – cracked and off base
- Miller, Joseph – off base
- Jewett, Eldridge – leaning
- Blood, William
- Jaquith, Thomas – leaning
- Sarah Bruce – broken in half
- Johnson, Edward – broken in half
- Bruce, Josiah (Rev War) – leaning
- Farley, Caleb – broken in half
- Butterfield, Eben – broken in half
- Field, Elizabeth – down

Lawrence Cemetery

- Moore, Mrs. Elyscy – broken and down

Old Business

Scott stated that the BBQ grille owned by the Congregational Church located in the Churchyard Cemetery was removed.

Kim requested approval to purchase notary supplies in the amount of \$38.95. The Town Administrator paid for the notary license so that Kim could perform her administrative office duties but part of her duties was to notarize cemetery deeds. Scott Fisher signed the check request authorizing this expenditure.

Scott Fisher signed the invoice submitted by Einstein's for completing the grub control work in the amount of \$1045. These funds were encumbered from last year.

94 The Trustees reviewed the front page of the Right to Inter, which incorporated Attorney Drescher's
95 comments. There were no changes made and they liked the document as it was now written. Review of the
96 back page of the Right to Inter was tabled to further discuss lot capacity and upside down vault burials.
97 Scott agreed to contact the Director of Public Works to ask his opinion of allowing upside down vaults.

98 **Motion**

99 *Melinda moved to approve the front page of the Right to Inter as amended by Attorney Drescher. Chris*
100 *seconded and the motion unanimously passed.*

101 .
102 Review of the Cemetery Rules was tabled.

103
104 Kim followed up with the State Archeologist to determine where the stones that were found buried in the
105 backyard of a Silver Lake Road home belonged. The state archeologist had no information and
106 recommended that the stones be respectfully disposed of.

107
108 Kim researched previous minutes to compile a list of lots that needed to be seeded. She e-mailed the list to
109 Nancy earlier in the month so that she could ask Spaulding to do the work.

110 North Cemetery

111 Doug stated in the June 23rd minutes that he would price seed for a fall application that would be done by
112 the Trustees.

113 East Cemetery:

114 Denault, Section B-65 or C16 (near Beech Tree), Wheeler, near Hearse House, Section A-99, Powers,
115 behind Hearse House, Section A-95, Area surrounding Benjamin, Lund and Piechota, Section E-4,
116 Rudinsky (Cross), Section E24, Reed, Section E-123, Wilkins, Section E-49, Cadrain, Section E-50,
117 Harnish, Section H-774, Derie, Section I-929, McManus, Section H-841, Bell, Section D-10,
118 Fallon/Yuksel, Section E-203

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120 Chris reported that he had not had an opportunity to get a second estimate for removal of the damaged tree
121 located at the East Cemetery near the King lot. Chris agreed to get an estimate for the next meeting.

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123 Scott apologized for not following through on contacting Skilling's and other companies for pricing options
124 for installation of the well and spigots at East Cemetery. Scott agreed to pursue this and present additional
125 estimates next month. Melinda reminded the Trustees that the \$1,814.89 that wasn't transferred from the
126 Trust Funds during the bank transfer must be used first. Melinda stated that as of 12/31/2008 the
127 Brocklebank trust fund was valued at \$5,071.27. A voucher to use these funds should be completed and
128 submitted to the Trustees of the Trust Funds for this project.

129
130 Chris and Scott met with Jack Hurley at the Pine Hill Cemetery last week and Scott briefed the Trustees on
131 their discussion. Chris agreed to draw a sketch of Pine Hill including the discussed prevention measures.
132 Jack Hurley originally offered to donate materials for the project and is now helping with additional work.
133 Scott noted that if any cost incurred the Board of Selectmen agreed to contribute.

134
135 Burial rates were discussed. It was recommended that rates be increased for weekday burials to by \$100
136 and cremation burials decreased by \$25. Scott was uncomfortable making this decision without everyone
137 present and asked to table the discussion until September. Chris and Melinda agreed.

138
139 New Business

140 The Cemetery Trustees received a request to plant a Kousa Dogwood in the Section G Tree Lot Section.

141 Doug was not present therefore the request was tabled. Scott agreed to contact Doug to find out the status
 142 of the Section G Tree Lot Plan and to ask his opinion regarding planting a Pink Koussa Dogwood in this
 143 location.

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145 Chris presented copies of PowerPoint slides to show existing signage in the cemeteries. He then explained
 146 where new signs would be needed. Wood identity signs were in all of the cemeteries except Lawrence
 147 Cemetery. Melinda volunteered to contact Honi Glover who had made beautiful wood signs for the Town
 148 in the past to see if she was interested in making a wood identity sign for the Lawrence Cemetery. The new
 149 signs would read that the Cemetery was closed dusk to dawn. Chris stated that several of the existing signs
 150 already read this and could remain but a few signs would need to be replaced. Chris noted that five new
 151 "Closed" signs would need to be ordered. Chris agreed to contact the Director of Public Works to question
 152 the cost and order the signs. Chris would also ask the DPW if they would be willing to install the signs.
 153 Chris recommended that the Trustees consider installing additional informational signs at all of the
 154 cemeteries in the future.

- 155 • Churchyard Cemetery needed two new "Closed" signs, one at the library parking lot gate and one at
 156 the church-side gate.
- 157 • Lawrence Cemetery needed two new signs, a wood identity sign and new "Closed" sign
- 158 • North Cemetery does not need additional signage because it has an identity sign and "Closed" sign
 159 at the only entrance.
- 160 • South Cemetery does not need additional signage because it has an identity sign and "Closed" signs
 161 at both main entrances.
- 162 • East Cemetery does not need additional signage because it has an identity sign and four "Closed"
 163 signs at the main entrances.
- 164 • Pine Hill Cemetery has a wood identity sign but needs one additional sign at the second entrance.
 165 Existing "Closed" sign located in front of the gate should be moved inside of the gate
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167 Melinda made a request to the Trustees of the Trust Funds via the Finance Director to receive quarterly
 168 reports of the Trust funds.

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170 Kim presented reports for yearly interments, lot sales and burial fees.

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172 Cemetery Expenditure and Anticipation reports were reviewed. It was noted that Spaulding had not
 173 submitted many invoices.

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175 **Trustee Tasks**

- 176 • Chris agreed to return to Pine Hill Cemetery to inventory the stones that did not get repaired and
 177 forward a list to everyone.
- 178 • Chris agreed to get a second estimate for removal of the damaged tree located at the East Cemetery
 179 near the King lot.
- 180 • Chris agreed to draw a sketch of Pine Hill including the discussed prevention measures.
- 181 • Chris agreed to contact the Director of Public Works to determine the cost and order the signs.
 182 Chris would also ask the DPW if they would be willing to install the signs.
- 183 • Scott agreed to contact the Director of Public Works to ask his opinion of allowing upside down
 184 vaults.
- 185 • Scott agreed to contact Doug to find out the status of the Section G Tree Lot Guide and to ask his
 186 opinion regarding planting a Pink Koussa Dogwood in this location.
- 187 • Scott agreed to pursue getting estimates to install a water source at East Cemetery and present them
 188 next month.

- 189 • Melinda volunteered to contact Honi Glover who has made beautiful wood signs for the Town in
190 the past to see if she was interested in making a wood identity sign for the Lawrence Cemetery.

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192 Next Meeting will be held September 17, 2009 at 6:00 PM in the Upper Town Hall Meeting Room.

193

194 Adjournment

195 *Melinda moved and Chris seconded to adjourn. The motion carried unanimously. The meeting was*
196 *adjourned at 7:21 pm.*

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199 Respectfully submitted,

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201 Kimberly Dogherty, Secretary