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Hollis Cemetery Trustees
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Minutes September 18, 2008

Attendees: Scott Fisher; chairman, Nancy Bell, Chris Buzzy and Doug Gagne

Absent: Melinda Willis

Staff: Kimberly Dogherty, secretary

NOTE: Nancy Bell arrived at 6:40 pm. Scott Fisher arrived at 6:00pm, left at 7:00pm and returned at 8:15pm

The meeting was held in Community Room and was called to order at 6:10 pm.

Minutes

Doug moved to approve the minutes of August 21, 2008 as amended. Chris seconded and the motion carried unanimously.

Cemetery Inspection Reports

Overall the Lawrence Cemetery was in good condition. When Scott visited the cemetery, earlier in the week, he noticed a large rhododendron growing over headstones. He also noted that some low branches of pine trees might be an issue in the future. The Trustees thanked Scott for the report and agreed to monitor the situation.

Doug visited the Pine Hill Cemetery and noticed that the work they requested from the Department of Public Works (DPW) to handle had not yet been completed. The secretary agreed to follow up with the DPW and report back next month.

Nancy visited the East Cemetery and noticed that the Blood stone was off its base. The stone was located in Section B-26.

Old Business

Monument Repairs

Chris reported that he walked through the Churchyard cemetery with Dick Medlyn and identified six stones that needed to be repaired and six stones that were removed during the stone wall project that needed to be re-installed. The cost agreed upon was \$1000. The Trustees thanked Chris for handling this matter.

East Cemetery Boundary Issue

The secretary read the Board of Selectmen's (BOS) minutes dated September 8, 2008 regarding a cemetery boundary issue. Melinda Willis attended the meeting to explain the discrepancy that was found in the acreage of Map/Lot 024/030 and request their assistance in obtaining and paying for a survey that was estimated to cost \$1000-\$1200.

48 M. LeDoux stated, in the BOS minutes, that the burden of proof and fiscal responsibility should fall on the
49 former property owners or the attorneys that were involved in the transaction.

50 The secretary explained that Melinda, on behalf of the Trustees, offered to contribute up to \$500 to pay for
51 the work that needed to be completed. The Trustees discussed whether or not this was their responsibility.
52 The Trustees decided that they had some money in their miscellaneous account to spare. Doug asked the
53 secretary to draft a memo to the Selectmen offering to pay 50% of the survey cost not to exceed \$600.
54

55 New Business

56 Right to Inter

57 The Trustees discussed the draft copy of the Right to Inter document written by Deborah Adams. The
58 Trustees had questions about the transfer of ownership of this type of document. Doug presented many
59 changes to the wording of the document. The Trustees agreed with all of them. The secretary agreed to
60 submit the changes to Deb and would attach a clean copy as well as the changes of the original document
61 for the record. Doug questioned if Bill Dresher the town's attorney had reviewed the document. The
62 secretary did not know. The Trustees would like a clean copy (after proposed changes have been made) of
63 the Right to Inter delivered to Bill Dresher, Town Attorney, for review. The Trustees wanted an estimate to
64 review the document for legal content and appropriateness. The secretary agreed to ask Deb to handle the
65 legal issues.

66 *Chris moved to authorize an expenditure of up to \$250 for legal fees. Nancy seconded and the motion*
67 *carried unanimously.*

68

69 Budget Review

70 The secretary stated that the BOS wanted the cemetery budget to remain level funded. The Trustees stated
71 that they would carefully consider all of their expenses to try to meet the guidelines of the BOS. The
72 secretary handed out an updated budget worksheet with a new line item for special projects. The secretary
73 stated that the chairman should be ready to explain the new process for special projects at the BOS meeting.
74 In order to access trust fund monies the Trustees must use a gross base budget. In order to use trust fund
75 monies in the next fiscal year the secretary informed the Trustees that a line item must be established for a
76 given amount. The Trustees would be under no obligation to expend those funds; any unexpended funds
77 will be retained in the trust fund account. The Trustees were budgeting \$5000 so that would be all they
78 could spend from the Trust Funds. S. Fisher understood and was prepared to explain that the \$5000
79 increase would not be funded from the trust fund.

80

81 Nancy stated \$12,560, as of 9/8/08, had been spent on grounds maintenance, which included twelve mows.
82 Nancy quickly estimated that with four mows and fall clean-up remaining their budget of \$20,500 would be
83 enough. Doug stated that in his estimation there would be \$370 remaining after all of the proposed work
84 was completed.

85

86 Nancy stated that according to Rich Power the New Hampshire supervisor for Einstein's that they should
87 be seeding the cemeteries by mid-September. Doug agreed to follow up with Rich Power on this project
88 and also request a grub control estimate for 2009. Chris stated that the Trustees received a record number of
89 complaints this year regarding the condition of the cemeteries. For this reason Doug recommended
90 increasing the lawn treatment line item from \$2000 to \$4500. The Trustees unanimously agreed.

91

92 C. Buzzy recommended removing the cemetery wall line item. Doug agreed. The Trustees discussed
93 changing the name of Acct #0-468 from Lime/Seed/Fertilizer to Lawn Treatments.

94 The Trustees discussed the many complaints they received over the summer. The secretary agreed to
95 research the minutes and draft a memo calculating the number of complaints received. Chris requested a
96 copy of all of the complaint letters.

97 She reminded the Trustees that some complaints were verbal and not all were submitted in writing. The
 98 Trustees hoped the record number of complaints in 2008 would justify the amount they were requesting to
 99 increase the budget to the Selectmen.

100
 101 The Trustees unanimously agreed to present a budget to the Board of Selectmen totaling \$33,056.00 as
 102 shown below.

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**Hollis Cemetery Trustees (Proposed) 2009 Budget
 1-4195**

| | 2008 Budget | Expenditures To 8-31-08 | Proposed 2009 Budget | Justifications |
|------------------------------|-------------|---|-------------------------|---|
| Postage -210 | 55.00 | 42.68 -\$30 pending for packets | 100.00 | Mailings |
| Office Supplies -211 | 100.00 | 0.00 -\$30 pending for paper and ink | 55.00 | Paper/Ink |
| Grounds Maintenance -464 | 20,500.00 | 12,560.00 -\$7570 pending for fall clean-up and mowing | 20,500.00 | Will maintain 2008 amount |
| Monument Repairs -466 | 1,000.00 | 0.00 -\$1000 pending for Churchyard repairs | 1,000.00 | Desperate Church yard repairs consumed all of 2008 budget |
| Lime/Seed/Fertilizer -468 | 2,000.00 | 0.00 -\$1100 pending for seeding and grub control | 4,500.00 | We are losing grass in North and East due to lack of treatment |
| Surveying -469 | 1.00 | 0.00 | 1.00 | Keep line item open for out-years |
| Security -470 | 900.00 | 0.00 Pending -\$900 for Oct31 | 900.00 | Police detail for Pine Hill Cemetery during Halloween |
| Cemetery Wall -471 | 1.00 | 0.00 | 0.00 | Remove Line Item |
| Miscellaneous -690 | 1,000.00 | 215.80 Pending - \$600 for surveying | 1,000 | This is how we manage unanticipated situations |
| Special Project -472 | 0.00 | N/A | 5,000.00 | This is where we are placing trust fund interest revenue that we are required by NH law to utilize. We have multiple repair needs and bequeath initiatives to act upon (i.e.: water at East) |
| Total \$\$ | \$25,557 | \$24,048.00 includes pending | \$33,056.00 | 2008 to 2009 increase: 9.78% 2008 to 2009 increase to account for Trust fund dollars properly included: 29.24% |

108
109 The Trustees asked the secretary to keep track of the Rules and Regulation amendments in a location that
110 could easily be referenced. The secretary agreed to create a binder for this historical reference from today
111 forward.

112
113 S. Fisher agreed to contact Russell Ux, Police Chief, to discuss police surveillance of the Pine Hill
114 Cemetery during Halloween.

115
116 **Lots Sold (September)**

117 0 lots sold

118
119 **Interments (September)**

120 0 burials performed

121
122 **Next Meeting** will be held October 16, 2008 at 6:00 PM in the Community Room, Town Hall.

123
124 **Adjournment**

125 *Nancy moved and Chris seconded to adjourn. The motion carried unanimously. The meeting was*
126 *adjourned at 8:40 pm.*

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128
129 Respectfully submitted,

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131
132 Kimberly Dogherty, secretary