



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

7
8 **Minutes October 15, 2009**
9

10 Attendees: Scott Fisher, Chairman (arrived 6:30pm); Doug Gagne, Vice Chairman; Nancy Bell and
11 Melinda Willis.

12 Absent: Chris Buzzy

13 Staff: Kimberly Dogherty

14
15 The meeting was held in the Town Hall, Upper Foyer and was called to order at 6:10 pm.
16

17 **Minutes**

18 *Melinda moved to approve the minutes of September 17, 2009 as amended. Nancy seconded and the motion*
19 *carried unanimously. Chris was absent.*

20
21 *Melinda moved to approve the minutes of September 30, 2009 as amended. Nancy seconded and the motion*
22 *carried unanimously. Chris was absent.*
23

24 **Old Business**

25 The Trustees discussed implementing a new refund policy for the return of lots. The Trustees agreed that
26 the original price paid for the lot should be refunded excluding the perpetual care amount. The Trustees
27 questioned if money collected for general care could be retained by the Town. K. Dogherty agreed to
28 contact Terry Knowles, Attorney General's Office, and question if general care must be refunded.
29 K. Dogherty noted that the Hollis Rules should be amended to include the refund policy.
30

31 The Cemetery Trustees discussed the burial rates. The estimate the Director of Public Works gave the
32 Cemetery Trustees several months ago seemed to imply that the burial rates the Trustees were charging
33 were not covering the Town's cost. S. Fisher agreed to contact the Director to ask him if the cost estimate
34 he submitted was the actual cost of performing the burial.
35

36 S. Fisher explained that he had recently learned of new regulations governing trust funds. He was under the
37 impression that trust fund income could be used for general maintenance of the cemeteries specifically the
38 East Cemetery Water Project. In 1973 Mr. Brocklebank donated \$2000 for improvements to East
39 Cemetery. Although the trust fund currently has over \$5,000 only \$143.65 is considered income and could
40 be used for this project. K. Dogherty stated that Terry Knowles told her that the income from the
41 Brocklebank account from previous years was considered appreciated principal and could not be used for
42 this project. K. Dogherty then questioned T. Knowles if the income from the perpetual care accounts could
43 be used for the water project at East Cemetery. T. Knowles stated no. M. Willis stated that she spoke to T.
44 Knowles about this at the 2008 Cemetery Trustees training session and was told that the income from
45 perpetual care accounts could be used for the water project.

46 M. Willis quoted RSA 289:9 which allowed for improvement, watering or embellishment of a cemetery. D.
47 Gagne agreed that the RSA allowed the Trustees to use the perpetual care income. K. Dogherty stated that
48 the Cemetery Trustees were not a corporation or trust fund trustees and the RSA did not specifically speak
49 to perpetual care trust fund accounts. This could be the reason RSA 289:9 did not apply to the Cemetery
50 Trustees or these perpetual care accounts. M. Willis was quite sure that she was told that the income from
51 the perpetual care accounts could be used for the water project. K. Dogherty stated that when asking T.
52 Knowles if the perpetual care trust fund income could be used for this project she might have worded the
53 questions incorrectly. K. Dogherty was hopeful that she misunderstood. M. Willis agreed to contact T.
54 Knowles to discuss this matter and agreed to report back to the Trustees with her response. K. Dogherty
55 explained that if it was going to be difficult to use trust fund income the Trustees could petition to release
56 the funds. The only stipulation with the release of these funds via petition was that the town assumes all
57 financial obligation of maintaining the cemeteries. The Trustees felt that the Town already financially
58 supported maintaining the cemeteries. K. Dogherty stated that if the Trustees voted to collect General Care
59 in lieu of Perpetual Care a trust fund called "General Cemetery Maintenance Fund" must be opened.

60
61 *M. Willis moved and N. Bell seconded to collect general care in the amount of 50% of the lot price effective*
62 *immediately. The motion carried unanimously.*
63

64 K. Dogherty presented a copy of the Right to Inter, as it would appear printed from Microsoft Access.
65 K. Dogherty recommended the Trustees add the new rules (previous Page two) they intended to include
66 with the Right to Inter to the Cemetery Rules and Regulations. The new page two would be a listing of the
67 interment designations. The Trustees liked the document and agreed with the formatting changes. On the
68 presented page two it was decided to remove the check box to indicate that all future direct descendants
69 may be interred. K. Dogherty presented an application, created by Deb Adams that she would also include
70 with the records. The application would include contact information, interment designation and be
71 notarized.

72
73 *Doug moved and Nancy seconded to approve the Right to Inter as presented with a few amendments. The*
74 *motion carried unanimously.*
75

76 The Trustees reviewed the Hollis Cemetery Rules. D. Gagne offered to work on them and submit them for
77 review and approval at the next meeting. K. Dogherty suggested that the new process for collecting general
78 care be included in the refund policy. The Trustees would like to restrict the purchase of lots to former or
79 current Hollis residents. The Trustees discussed removing the fee schedule from the Rules and Regulations.

80
81 *M. Willis moved and N. Bell seconded to separate the fee schedule from the Hollis Cemetery Rules and*
82 *Regulations. The motion carried unanimously.*
83

84 K Dogherty reported that the closed from dusk to dawn signs were at the Department of Public Works and
85 ready to be installed. C. Buzzy was coordinating installation and should report on the status at the next
86 meeting.

87
88 S. Fisher agreed to draft a letter to S. Howe explaining that only two future burials would be allowed in Lot
89 B30. S. Fisher agreed to bring the letter to the next meeting so that all the Trustees could review prior to
90 mailing it. K. Dogherty stated that the two Gordon cremation burials in Lot B30 were completed on
91 October 10th. K. Dogherty agreed to create new deed cards listing all of the lots in B30 and also draft a
92 brief summary explaining the situation that occurred and have it notarized. The Trustees wanted it to be in
93 writing that Lot B30 was closed and no burials other than the ones just completed and discussed for
94 S. Howe would be allowed in this lot.

95 K. Dogherty agreed to check if the Bartis Stone at the East Cemetery was repaired.
96

97 **New Business**

98 S. Fisher presented the 2010 proposed budget to the Board of Selectmen (BoS) on Monday, October 12,
99 2009. The BoS raised no objections to the budget request.

100 At this meeting S. Fisher also updated the BoS on the Pine Hill Cemetery Vandalism Prevention Plan. The
101 BoS approved his request to expend up to \$1700.00 to complete the project.
102

103 M. Willis spoke to Dick Medlyn about the monument repairs he completed at Pine Hill Cemetery.

104 D. Medlyn stated that the longer marble stones were broken the more difficult they were to repair. The
105 marble stones at Pine Hill Cemetery would not fit together easily, therefore D. Medlyn had to use more
106 than the usual amount of material to patch the stones to keep them together The Trustees understood but
107 thought the material could have been color matched. M. Willis stated that slate monuments did not need to
108 be repaired as quickly as the marble stones.
109

110 S. Fisher agreed to contact Russell Ux, Police Chief, to secure police protection at Pine Hill Cemetery on
111 Halloween weekend.
112

113 Kim presented reports for yearly interments, lot sales and burial fees. A new report was presented for the
114 general care collected for lot sales. The Trustees would now receive two reports for the sale of a lot. One
115 report would be the amount collected for the land and one report would be the amount collected for general
116 care. Cemetery Expenditure and Anticipation reports were reviewed. It was noted that Spaulding had not
117 submitted many invoices.
118

119 D. Gagne reported that the headstone for the Abbott Family was down at the North Cemetery.
120

121 The Cemetery Trustees decided to request cemetery maintenance bids for the 2010 season in the fall as
122 opposed to the spring. K. Dogherty would like to include the option of a multi year contract in the Request
123 For Proposal (RFP). The Trustees agreed but stated that bids could just include one year. K. Dogherty
124 agreed to amend last year's RFP to include the option for pricing for a second year. K. Dogherty would
125 send via e-mail the amended document and with approval post the RFP in the Nashua Telegraph and the
126 Hollis/Brookline Journal. S. Fisher would like to have the bids back so that they may be reviewed at the
127 January 21, 2010 meeting. The Trustees agreed.
128

129 *M. Willis moved and D. Gagne seconded to approve the Request for Proposal including the section for the*
130 *second year pricing. The motion carried unanimously.*

131 *The chairman prior to posting in a publication must verify these changes.*
132

133 **Next Meeting** will be held November 19, 2009 at 6:00 PM in the Upper Town Hall Foyer, Hollis Town
134 Hall.
135

136 **Adjournment**

137 *D. Gagne moved and M. Willis seconded to adjourn. The motion carried unanimously. The meeting was*
138 *adjourned at 9:30 pm. Chris was absent.*
139

140 Respectfully submitted,
141

142 Kimberly Dogherty, Secretary