



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

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8 **Minutes October 16, 2008**

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11 Attendees: Scott Fisher; Chairman, Nancy Bell, Chris Buzzy, Melinda Willis and Doug Gagne  
12 Staff: Kimberly Dogherty, Secretary  
13 NOTE: Nancy Bell left the meeting at 7:00pm.

14  
15 The meeting was held in Community Room and was called to order at 6:05 pm.

16  
17 **Minutes**

18 *Doug moved to approve the minutes of September 16, 2008 as amended. Nancy seconded and the motion*  
19 *carried unanimously. Melinda abstained.*

20  
21 **Cemetery Inspection Reports**

22  
23 **North Cemetery**

24 Nancy reported that she received the Einstein's bill for \$1500 to loam and seed the North Cemetery. In late  
25 September it appeared that it had just been seeded. Scott agreed to visit the cemetery to check its current  
26 condition.

27  
28 **Pine Hill Cemetery**

29 Jeff Babel contacted the Secretary last week and informed her that he had not been able to handle the work  
30 the Trustees requested to be done at the Pine Hill Cemetery. The Trustees were disappointed but  
31 understood and asked her to find out if he would be able to handle the issues by the end of this year.

32  
33 **Old Business**

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35 **Monument Repairs**

36 Chris reported that he had not spoken to Dick Medlyn regarding the monument repairs at Churchyard  
37 Cemetery. Chris walked through the cemetery and could definitely see evidence that repair work was in  
38 progress. The stones that were removed to allow for room for the stonewall construction were safely placed  
39 back in their original location. Chris agreed to contact Dick next week for a status report and update the  
40 Trustees at their next meeting.

41  
42 **Police Surveillance**

43 S. Fisher contacted Russell Ux, Police Chief, to discuss police surveillance of the Pine Hill Cemetery  
44 during Halloween. He mistakenly told Chief Ux that the Trustees had \$750 in their budget when they  
45 actually had \$900. Scott asked the Secretary if she minded contacting the Chief to inform him. The  
46 Secretary agreed.

48 East Cemetery Boundary Issue

49 On September 25, 2008 the Secretary drafted a memo, on behalf of the Trustees, to the Board of Selectmen  
50 (BOS) offering to pay 50% of the survey cost not to exceed \$600. On October 16, 2008 the Secretary  
51 received a memo from the Town Administrator thanking the Trustees for the offer.

52 The Town Administrator explained that Selectman Le Doux believed that the town's title insurance policy  
53 should cover any and all expenses regarding this matter. The Town Administrator agreed to notify the  
54 Trustees when the Insurance matter was resolved.

55

56 Right to Inter

57 The Cemetery Trustees discussed the draft Right to Inter documents. A major change would be that the  
58 Cemetery Trustees Chairman would now sign the document. Melinda felt that the Trustees should authorize  
59 the Vice-Chairman to sign the Right to Inter document in the absence of the Chairman. The Secretary  
60 informed Melinda that the Trustees did not annually elect a Vice-Chairman.

61

62 Unfortunately, Deb Adams, author of the documents, was unavailable to attend the meeting. The Trustees  
63 still had many questions to ask Deb about the documents. Scott and Doug agreed to set up an appointment  
64 to meet with Deb on behalf of the Trustees to discuss the potential changes they would like to make to the  
65 documents. Doug wondered if the Trustees should work on drafting an informational sheet, which included  
66 answers to some frequently asked questions. Melinda agreed to write the draft and would present it at their  
67 next meeting for discussion. The Trustees asked the Secretary to research the applicable RSA(s) that  
68 explained the Right to Inter. The Secretary agreed to ask Audrey at the NH Department of Justice.

69

70 **Motions**

71 *Melinda nominated Doug Gagne for the office of Vice Chairman. Chris seconded the nomination. There*  
72 *were no further nominations. Members voted unanimously to elect Doug, Vice Chairman of the Cemetery*  
73 *Trustees.*

74

75 *Melinda moved to authorize the Vice Chairman to sign the Right to Inter documents in the absence of the*  
76 *Chairman. Nancy seconded and the motion unanimously carried.*

77

78 New Business

79 Scott reported that the meeting with the BOS on October 6, 2008 went very well. It was explained to the  
80 Selectmen that the \$5000 would be covered from the trust funds without tax impact. Scott justified the  
81 request for the additional \$2500 by discussing the multitude of complaints they received regarding the  
82 condition of the cemeteries. The Secretary was certain that their requested budget had not been denied yet.  
83 Melinda stated that the Finance Director should send a document to the Chairman if the BOS did not except  
84 the requested budget amount. The Secretary agreed to remind the Finance Officer of this process and  
85 agreed to forward any correspondence received regarding their budget.

86

87 After attending the BOS meeting last week, Hattie Bernstein, Hollis/Brookline Journal, called Scott  
88 regarding the Trustees increased budget request. Scott explained to Hattie that the East and North  
89 cemeteries had major grub damage and the additional funds would be used to apply two grub control  
90 treatments in hopes of restoring the once country like appearance of these cemeteries. Scott did mention to  
91 Hattie that residents should be aware of the regulations prohibiting artificial flowers and lighting.

92

93 Jeff Babel, DPW Director, contacted Melinda earlier in the day to discuss a few matters. He informed her  
94 that he was currently short-staffed. He had two employees that were on a leave of absence. He felt that he  
95 received several work orders requesting work that a contractor should have been hired to do. He would like  
96 to initiate a new process.

97 Jeff explained that in the future when he received a work order he would communicate whether he could or  
98 could not complete the work. The Secretary agreed to be the contact person.

99 Melinda and Jeff also discussed the option of hiring a town employee to handle all of the town's lawn  
100 maintenance. Jeff did not feel that this was an option because of the expense. The lawn equipment he  
101 would need to purchase would exceed \$10,000 and there would be the pay and benefit costs of hiring two  
102 new employees to manage lawn maintenance.  
103

104 **Other Business**

105 Scott asked the Secretary if she attended the Access II class. The Secretary stated that she had and thanked  
106 the Trustees for their support. She would be much better prepared to take over the cemetery database from  
107 Deb Adams in the future because she attended this class.  
108

109 Doug spoke with Kevin Gardner, stonewall contractor, and he agreed to give the Trustees an estimate to  
110 reconstruct the stonewall at the west (library) side of the Churchyard Cemetery.  
111

112 **Lots Sold (October)**

113 0 lots sold  
114

115 **Interments (October)**

116 One burial performed

117 Storm, Frank

East C-36

10/07/2008  
118

119 **Next Meeting** will be held November 20, 2008 at 6:00 PM in the Community Room, Town Hall.  
120

121 **Adjournment**

122 *Doug moved and Melinda seconded to adjourn. The motion carried unanimously. The meeting was*  
123 *adjourned at 8:30 pm.*  
124

125  
126 Respectfully submitted,  
127

128  
129 Kimberly Dogherty, Secretary