



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

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8 **Minutes November 19, 2009**  
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10 Attendees: Scott Fisher, Chairman; Doug Gagne, Vice Chairman and Nancy Bell.  
11 Absent: Chris Buzzy and Melinda Willis.  
12 Staff: Kimberly Dogherty  
13

14 The meeting was held in the Town Hall, Upper Foyer and was called to order at 6:00 pm.  
15

16 **Minutes**

17 *Doug moved to approve the minutes of October 15, 2009 as amended. Nancy seconded and the motion*  
18 *carried unanimously.*  
19

20 **Old Business**

21 The Trustees questioned if the money collected for general care could be retained by the Town if a  
22 cemetery lot was returned for a refund. Kim agreed to contact T. Knowles.  
23

24 The Trustees discussed accessing the perpetual care trust fund income. It was unclear if the income rolled  
25 over each year or if it became appreciated principal. Kim agreed to contact T Knowles.  
26

27 Kim reported that the perpetual care income could not be used for the water project at East Cemetery. After  
28 speaking to T. Knowles and learning this, Melinda spoke to Kim about using the perpetual care funds for  
29 lawn maintenance. The Trustees decided to table the discussion until Melinda was present so that she could  
30 report what she learned from T. Knowles.  
31

32 The Trustees discussed the Hollis Cemetery Rules. Major changes included restricting a lot purchase to a  
33 former or present Hollis resident and limiting the amount of lots a residents could purchases to four (4)  
34 burial spaces. Kim to ask Russell Ux, Police Chief, if the following wording was appropriate,  
35 The cemeteries shall be closed to visitors from dusk until dawn. These hours are to be posted at the  
36 entrance to each cemetery, and are subject to police enforcement. Unauthorized visitation during these  
37 hours shall be considered trespass. Any person(s) disturbing the quiet and good order of a cemetery by  
38 noise, fast driving, being intoxicated, trespass or other improper or disrespectful conduct, or who violate(s)  
39 any of the rules, shall be compelled to leave the grounds at once, and such person(s) shall be dealt with as  
40 provided by law.  
41

42 Kim agreed to ask the Police Chief and get back to Doug as soon as possible. Doug agreed to incorporate  
43 the changes they discussed so that the document could be approved in January.  
44

45 *Doug moved to approve the Hollis Cemetery Rules to include amendments effective January 1, 2010.*  
46 *Nancy seconded and the motion unanimously passed.*

47  
48 The Trustees made a few minor changes to the Right to Inter.

49  
50 *Doug moved to approve the Right to Inter with a few minor amendments. Nancy seconded and the motion*  
51 *unanimously passed.*

52  
53 Doug agreed to contact Hattie Bernstein, newspaper reporter, to discuss publishing an article about the  
54 Right to Inter, updated Cemetery Rules and Proof of lot ownership.

55  
56 The Trustees discussed the document currently titled "Ownership". The Trustees asked Kim to reformat the  
57 document and title it "Important Information for Right to Inter". The Trustees discussed a few minor  
58 amendments to the document including adding the title and date.

59  
60 *Doug moved to approve the Important Information for Right to Inter. Nancy seconded and the motion*  
61 *unanimously passed.*

62  
63 Melinda was charged with researching the standard monument size. The Trustees tabled discussion until  
64 she was present.

65  
66 The Trustees discussed requiring proof of ownership of the lot prior to burials being performed. Kim  
67 explained that this was a very difficult situation because any lot purchased prior to 1972 did not receive a  
68 cemetery deed at the time of purchase. There were many burial requests for lots that were still in the family  
69 name but family members did not have a cemetery deed. Kim explained that the process of probate court  
70 could be lengthy and took quite a bit of guidance and time to explain to people when they called with a  
71 burial request. Kim reminded the Commission that it was usually the Funeral home calling 48 hours in  
72 advance of the scheduled burial service. Kim requested that a Trustee be appointed to handle all probate  
73 issues. Doug wondered how Jeff Snow, former Cemetery Trustee, handled these requests at Edgewood in  
74 Nashua, NH. Kim agreed to contact Jeff Snow to find out if they require proof of ownership of the lot and  
75 how they handle the burial request if the requestor does not have proof.

76  
77 The Trustees discussed the fee schedule. Scott spoke with Rebecca Crowther, DPW secretary, and Mike  
78 Limoges, DPW foreman, about the current burial fees. Mike's initial reaction was that the fees were too  
79 low and should be increased. Becky agreed to give some recommendations. Currently the burial rates were  
80 different rates for Monday – Friday and Saturday. Becky informed Scott that the DPW was closed on  
81 Fridays therefore the rates should be Monday – Thursday and Friday and Saturday. The Trustees agreed.  
82 The Trustees tabled discussion until they had additional input from DPW.

83  
84 Doug questioned if Jeff Babel included equipment cost for all of his budget estimates. For instance when  
85 Jeff budgeted for road repairs did the request include equipment costs as well as labor. Kim agreed to ask  
86 Paul Calabria, Finance Director.

87  
88 The Trustees reviewed the Cemetery Lawn Maintenance Request for Proposals. A few minor changes were  
89 made to the document. The major change was adding the option for contractors to submit a bid for 2011 as  
90 well as 2010. The Trustees are going to award a contract with a possible extension of up to one year. The  
91 proposal deadline was on Friday, December 18, 2009 and the Trustees will review the proposals on January  
92 21, 2010.

93 *Doug moved to approve the Request for Proposals as amended. Nancy seconded and the motion*  
94 *unanimously passed.*

95

96 **New Business**

97 Scott reported that there were no issues in the Pine Hill Cemetery during Halloween.

98

99 The Trustees reviewed a disinterment and burial request from Marjorie Weston in the East Cemetery,  
100 Section E, Lot 52. On July 25, 2009 Boyd Weston was buried in the wrong location in the family plot,  
101 according to the Weston Family. They were unhappy with the location of the flat marker and burial because  
102 it was placed on a very large slope. A full fee reduction was requested for both the disinterment and re-  
103 interment.

104

105 *Nancy moved to approve the burial request be performed at no charge. Doug seconded and the motion*  
106 *unanimously passed.*

107

108 Marjorie also requested removal of a diseased apple tree located on or near their lot. The Trustees decided  
109 that they would first have to visit the cemetery and determine if the tree was on the Weston lot before any  
110 further discussion could take place. The Trustees all agreed to take the request under advisement.  
111 There were other concerns from the Weston Family regarding the topography of the lot and possible  
112 refunds. Scott agreed to research the issues and contact the Weston Family to address their concerns. Kim  
113 agreed to contact the Weston Family to coordinate the burial arrangements.

114

115 Kim reported that she had not received or submitted a bill from Medlyn Monument for the \$1000 of repairs  
116 completed in the fall. Scott would like to encumber at least \$1000 from the 2009 budget for monument  
117 repair for the purpose of repairing monuments located in all cemeteries. The Trustees entire 2009 budget  
118 went to repairing vandalized stones at Pine Hill Cemetery. Kim stated that a contract would be needed to  
119 encumber funds. Scott would also like to draft a letter to the Board of Selectmen explaining that the  
120 Trustees returned \$1400 of the \$1700 they were authorized to spend for the Pine Hill Cemetery Vandalism  
121 Project.

122

123 The Trustees discussed the balance of \$4775 still remaining in the maintenance budget. Nancy had not  
124 received a final bill from Spaulding but estimated that it would be \$2500. Nancy agreed to get the final bill  
125 from Spaulding ASAP. Kim read an e-mail from Chris requesting approval of \$625 to remove an oak tree  
126 and stump from the East Cemetery.

127 *Doug moved to hire Pioneer Tree Service in the amount of \$625.00 to remove the oak tree at the East*  
128 *Cemetery. Nancy seconded and the motion unanimously passed.*

129

130 Kim was unsure if the cemetery signs Chris ordered had been paid for or installed. She recalled submitting  
131 an invoice for about \$250 but was not positive. She agreed to check with the Finance Director and report  
132 back next month. She also agreed to follow up to make sure the signs were installed by the Department of  
133 Public Works.

134

135 Kim received an inquiry about lot ownership. The Marvell family lot contained two burial spaces. There  
136 were already three burials performed which left space for one cremation burial. Mrs. Marvell wanted to  
137 confirm that she would be allowed to rest in that space when she passed away. Her dad, mom and brother  
138 were buried in the lot. Kim explained that this lot was purchased before the Town began issuing deeds. The  
139 Trustees discussed and decided no approval was necessary. The Trustees directed Kim to contact Mrs.  
140 Marvell to inform her that the records would be noted to allow her burial without a deed.

141

142 Lynn Goldberg, Congregational Church, contacted Scott to inform him that someone backed in to the  
143 stonewall near the church door (library parking lot side). The Trustees discussed many options but had

144 limited funding. Doug stated that he would take a look at the damage and if it were minor, he would correct  
145 it. If it were major damage the Trustees would have to discuss this matter again.

146  
147 Kim received a request to fill in the potholes in the East Cemetery on Third Street. The Trustees were  
148 aware of this issue and asked Kim to submit a work order to the DPW asking them to fill in the potholes.  
149

150 Nancy attended the New Hampshire Cemetery Association Meeting. Deborah Gagne, New Hampshire  
151 Division of Historical Resources, gave a presentation about the moose plate program. D. Gagne explained  
152 that \$50,000 was given for cemetery purposes each year from this program. The maximum amount  
153 awarded to any Town would be \$10,000. The Trustees would like Kim to research the process and submit a  
154 grant application. Nancy believed the deadline was March 31, 2010.  
155

156 **South Cemetery**

157 Nancy reported that a new stone was broken at the South cemetery. It appeared to be in three pieces.  
158

159 **Next Meeting** will be held January 21, 2010 at 6:00 PM in the Upper Town Hall Foyer, Hollis Town Hall.  
160

161 **Adjournment**

162 *D. Gagne moved and N. Bell seconded to adjourn. The motion carried unanimously. The meeting was*  
163 *adjourned at 10:05 pm.*

164  
165 Respectfully submitted,  
166

167 Kimberly Dogherty, Secretary