



**City of Lebanon ~ Department of Public Works
AGENDA
BOARD OF CEMETERY TRUSTEES
TUESDAY, JUNE 9, 2020
LebanonNH.gov/Live
5:00 PM**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A. APPROVAL OF MINUTES

Documents:

[2020-05-04 Cemetery Trustees Special Meeting- DRAFT.docx](#)
[2020-03-10 Cemetery Trustees - DRAFT.docx](#)

3. ON GOING DISCUSSION ITEMS

- A. Cemetery Project Updates
 - a. Sexton updates - Budget and Maintenance
- B. Infant Grave areas - Site visits
- C. Columbarium
 - a. Review and Comment on DPW Project Request for a Columbarium
- D. Green Burials
 - a. Sexton responses to Green Burial questions prepared by Cailyn Hauke
 - b. Strawman outline of Green Burial
- E. Inventory of Cemeteries follow-up (by-laws 5.B)

Documents:

[Capital Request.pdf](#)
[Green Burial Q And A May 2020.Pdf](#)
[Strawman Outline Of Green Burial May 2020.Pdf](#)

4. NEW BUSINESS

- A. Sacred Heart/Valley Cemetery Debris and safety concerns. Email sent by Chair Painter on May 11, 2020.
- B. Other Valley Cemetery concerns
- C. West Lebanon Cemetery grave curbing

Documents:

5. ADJOURNMENT

Please note times indicated for agenda items are estimates and are for guidance purposes only.

Agenda items are subject to presentation out of order due to removal of items or change in agenda sequence.

The public may appear in person or by agent or counsel and provide testimony stating the reasons why these requests should or should not be granted. Any person with a hearing disability, who wishes to attend this public meeting and needs the services of either a sign language interpreter or special equipment (FM system), please contact the Department of Public Works at 603-448-3112 at least 72 hours in advance so that the City can make any necessary arrangements. For more information about what is happening with these applications and in the City, please visit our website at LebanonNH.gov.

MEETING MINUTES
BOARD OF CEMETERY TRUSTEES
SPECIAL MEETING
MONDAY, MAY 4
GLENWOOD CEMETERY
12:00 NOON

Attendees:

Board Members: Susan Painter
Fran Hatchett
Tony Palazzo
Cemetery Sexton: Patrick McCarthy

The Meeting was called to order by Susan Painter at 12:02 p.m.

Fran and Patrick pointed out the baby grave area from the 1950 - 1970's. Approximately 60 graves are located in this area. Many of the graves are marked. The group considered a large boulder adjacent to the graves as the monumentation and mounting a bronze plaque to identify the area. Use of the boulder would not require a foundation, however, it's unclear if the boulder could be moved as it may be ledge.

Fran and Patrick pointed out the baby grave area from the 1920's - 1930's. Approximately 30 graves are located in the area. Few are marked. It's likely that area would have to be mapped if monumentation were to be placed in this area so as not to disturb any grave sites.

Fran and Patrick pointed out the baby grave area from the late 1800's to early 1900's. Approximately 13 graves are located in the area. The burial area is quite spread out. It would be difficult to determine an open spot for a monumentation without some kind of mapping. There is an area at the back of the location near a dead tree. If the tree were to come down (and it is scheduled to come down) there would be an area for monumentation that may not require mapping.

Fran shared some ideas and pictures of monumentation that is traditionally used at baby graves. The group discussed if the monumentation should be consistent for all three of the grave sites.

Tony Palazzo made a motion to adjourn the meeting and it was seconded by Fran Hatchett. Meeting was adjourned at 12:55 p.m.

DRAFT

**BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
20 WEST PARK ST., 3RD FLOOR, ROOM 386
TUESDAY, MARCH 10, 2020
5:00 PM**

MEMBERS PRESENT: Susan Painter (Chair), David Muzzy, Fran Hanchett, Caitlyn Hauke, and Antonio Palazzo

MEMBERS ABSENT: None

STAFF PRESENT: Pat McCarthy, Sexton, and Paula Maville, Deputy City Manager

GUESTS: Doug Boisvert, Lorraine Kelly (Ward 1), Sarah Riley (Ward 2), and Judith Bush (Ward 1)

- 1 **1. CALL TO ORDER** – Chair Susan Painter called the meeting to order at 5:00 PM.
2
3 **2. APPROVAL OF MINUTES: February 11, 2020**
4
5 *David Muzzy MOVED to approve the February 11, 2020 Minutes as presented.*
6 *Seconded by Antonio Palazzo.*
7 ** The vote on the MOTION passed (5-0).*
8
9 **3. ONGOING DISCUSSION ITEMS:**
10 **A. Cemetery Project Updates**
11 **a) Sexton updates**
12 Mr. McCarthy business as usual, getting quotes on repair work for the cemeteries. The stone work will
13 start around June after the proposal is out and the bid process is completed. The deadline for work this
14 year is November 1.
15 Ms. Maville suggested that he share the timeline in an email regarding the bid and work process.
16 **b) Infant Grave areas**
17 Mr. Palazzo stated that his sister does designs that can be used on the stones. The cost is \$2 per letter and
18 she may contribute designs.
19 Chair Painter brought up listing names for those infants that are identified. Ms. Hanchett noted that the
20 previous discussion involved marking the general dates for the group on a stone for each section.
21 Mr. McCarthy stated that they would have to get three quotes for the stone if it exceeds a certain amount.
22 Ms. Maville explained that bidding is an open process. They would need quotes for the stone and then the
23 engraving or for both combined.
24 Chair Painter suggested setting a date for a site visit to the cemetery, which would be an additional
25 noticed meeting. It was agreed that they would meet at Glenwood Cemetery on March 24 at 5:00 p.m.
26 Mr. McCarthy stated that the bids would be out for a month.
27 **c) Private Cemeteries on Private Property**

1 Ms. Hanchett reported that State law requires that private cemeteries comply with local zoning. The law
2 also states that if there is no zoning, a burial site can be no closer than 100 feet from the right-of-way of
3 any highway, 100 feet from an existing dwelling, and 50 feet from a source of water. The location or the
4 burial site must be recorded in the deed upon transfer to another person, and a map must be drawn to
5 show the location.

6 Mr. Muzzy noted that he checked the Jenkins' sites, which are in the deed. Ms. Hanchett noted that
7 Poverty Lane is private, but the status of Hardy Hill isn't known. There may be more that they aren't
8 aware of.

9

10 **4. NEW BUSINESS:**

11 **A. Budget for 2020**

12 Chair Painter commented that it was unclear as to how much money the Board has in a budget for the
13 current year.

14 Ms. Maville stated that \$20K in the 2020 budget is designated for monument restoration, and there are no
15 other monies. The budget is prepared in June and July, and no other monies were proposed for the budget
16 this year. The work on the infant graves fits in with the approved monumentation. It is important to begin
17 planning for the 2021 budget now by documenting maintenance needs and developing a 3-5 year plan.
18 That would provide input for prioritizing the work and building a budget. If money isn't spent in the
19 budget year, a PO must be issued to carry it forward. Chair Painter suggested the members should
20 determine what the infant areas will cost and then go forward.

21 **B. Columbarium**

22

23 Ms. Maville stated that pricing and the location are needed as steps toward the 2021 budget. Pricing is
24 needed by the end of May. There are also projects that may fall under capital improvements (CIP), which
25 currently covers 2021-2026. It can be discussed with Jim Donison, and it is up to the City Council as to
26 what to allocate. It is important to get projects into the pipeline with the details, rationale, and cost.

27 Ms. Maville noted that a columbarium is an asset with a cost, but by such and such a year people will
28 have purchased spaces. It would be paid for by a certain year. There are many sides to be looked at, such
29 as not needing additional property by using columbaria.

30 Mr. McCarthy stated that they were already gathering information.

31 Ms. Maville described the overall process and form for submitting a CIP.

32 Chair Painter noted that the Cemetery Conference is April 1.

33

34 **C. Green Burials**

35

36 **a) Green Burials Review**

37

38 Ms. Hauck prepared "Green Burial Notes and Considerations for the City of Lebanon". She took the
39 members through the information and the suggested questions that need to be answered.

40 Ms. Maville suggested that the members decide who can best answer the questions.

41 The Board members went through the questions and assigned them to Mr. McCarthy, a Board member, or
42 as needing outside input.

43

1 **b) Challenges and Questions**
2

3 Ms. Maville noted that the Board needs to allow time to invite people from outside for input. They may
4 also may need to add questions. It can be looked at as a three-month plan to be completed by September.

5 Ms. Maville left the meeting at 6:30 p.m.

6 Mr. Muzzy suggested that Patrick Healy of Green Mountain Cemetery in Montpelier, VT is willing to
7 attend a meeting.

8 Ms. Hanchett stated that Mary Davis has worked in green burial cemeteries.

9 Ms. Raney Kelly expressed an interested in being involved in the discussions.

10 Mr. Boisvert inquired about whether the public is in favor of green burial. He noted that he has seen
11 sunken graves and suggested that it would be important to check with the public. Mr. McCarthy noted
12 that it would be important to determine the demand for green burial. Chair Painter observed that it is
13 important to investigate the subject.

14 Ms. Hauck stated that the City Council has brought up the topic of green burials and wants information.

15 Ms. Hanchett stated that this form of burial would be for residents only. It would be important to address
16 the bylaws.

17 Ms. Hauck reported that other cemeteries bury between the regular graves and visited such a cemetery
18 that was quite beautiful.

19
20 **D. Inventory of Cemeteries**
21

22 Chair Painter reported that the bylaws state that an inventory is required.

23 Ms. Hanchett stated that the City Council wants a detailed list of all the sections and stones in the
24 cemeteries.

25 Mr. McCarthy suggested dividing up the sections among the Board members. He offered to go over the
26 maps with the members.

27 Ms. Hanchett stated that she inventoried School Street Cemetery, but the City Council wants more detail
28 and pictures.

29 Mr. McCarthy reported that they are moving toward a digital system online where people can search for
30 specific graves.

31 The Board members and Mr. McCarthy discussed the process for an inventory. Chair Painter noted that
32 City equipment should be used. It is best to focus on one cemetery at a time. Mr. McCarthy suggested
33 starting with Valley or West Lebanon Cemetery. There are detailed maps available. The inventory is
34 required in the bylaws.

35 Mr. Muzzy inquired about the purpose of the inventory. Mr. McCarthy stated that it was a way to track
36 the condition of each cemetery and the maintenance over time.

37
38 **5. OTHER BUSINESS: None**
39

40
41 **6. ADJOURNMENT:**

1
2 **David Muzzy MOVED to adjourn the meeting.**
3 **Seconded by Antonio Palazzo.**
4 *** The Vote on the MOTION passed (5-0).**

5
6 **The meeting was adjourned at 7:00 PM.**

7
8 Respectfully submitted,

9
10 Holly E. Howes
11 Recording Secretary

2021-2026 Capital Improvement Program

PROJECT REQUEST FORM #1

1. **DEPARTMENT:** Department of Public Works Cemetery Division
2. **PROJECT TITLE & NUMBER:** Cemetery Columbarium's
3. **PURPOSE OF PROJECT REQUEST FORM:** New Project to place two upright Columbarium's for cremation interments which would conform with the Board of Trustee's bylaws and city plan to efficiently utilize cemetery space and optimize revenue.
4. **DEPARTMENT PRIORITY:** High priority as cremations currently compose of 80 percent of the final disposition rate in our area and would likely balance the current cemetery budget and fund expansions in the future with revenues.
5. **LOCATION:** Glenwood Cemetery
6. **PROJECT DESCRIPTION/JUSTIFICATION:**

Over the last two decades the most common form of disposition for one after passing has become the choice of cremation. Currently the Lebanon area and the State of NH sees an average of 75-80 percent of final dispositions as cremation. Columbarium's over the last decade have become increasingly more common in cemeteries to help utilize remaining limited space efficiently, utilize area's that traditionally burials could not be, and increase revenues over all these areas. An average grave currently in the City of Lebanon can hold up to the remains of six (6) persons with one (1) full burial and five (5) cremations on top, or no full burials and a total of six (6) cremations. This is done in a single grave that is four (4) feet wide by eleven (11) feet long. The total income on this grave if filled with six (6) persons remains would be the following.

- Purchase of Grave \$300
- Perpetual Care/Maintenance and preservation \$300
- Full burial Weekday \$400/ Weekend \$700
- Cremation burial Weekday \$175/ Weekend \$350

- Total revenue for single grave space with 6 persons if all buried on weekends which would be the most revenue produced would be \$3,050.00.

2021-2026 Capital Improvement Program

The proposed use of upright columbarium's size are typically three (3) feet wide by ten (10) feet long and have a height of five (5) feet six (6) inches. They consist of sixty-four (64) spaces in which remains can be placed into and each individual space could hold a capacity of two person's cremated remains for a total optimal space of one hundred twenty-eight (128) person's remains in a single columbarium. The columbarium takes less square footage than a single grave and would hold an additional one hundred and twenty-two (122) persons remains. With the addition of columbarium's, it would add not only additional space but revenue as well as the City would receive revenues from the engraving of the shutters for one's name and dates. The average revenue of a single columbarium is as follows.

- 64 Niches @ \$500 each = \$32,000
- 64 Niches opening fee @175 weekday fee X 2 occupants = \$22,400
- 64 Niches engraving X 2 occupants @ \$200 each = \$25,600
- Total Projected Revenue \$ 80,000
- Cost for Columbarium \$ 32,500
- Total Profit per columbarium \$47,500

In additional the City may realize additional revenue of the maintenance and preservation fee of \$75.00 per niche (\$4,800) if the proposed amendments to chapter 46 once approved.

It is proposed that installing two columbarium's would be aesthetically pleasing to the Glenwood Cemetery. The design would be configured such as to provide expansion capabilities for two additional columbarium's.

The total cost with foundation and installation of two columbarium's, type "64- Niche Rectangular with Gable Roof Gray in color with Black Shutters" is estimated at \$65,000. Optimal revenue from both when fully occupied would be \$160,000 leaving a profit of \$95,000 after the original investment.

Below are illustrations of the prospective columbariums as well as the prospective site location in the Glenwood Cemetery.

2021-2026 Capital Improvement Program



Glenwood Cemetery



Typical Columbarium

BOARD OF CEMETERY TRUSTEES
GREEN BURIAL Q and A - MAY 2020

Questions prepared By C. Hauke, Board of Cemetery Trustees

Answers provided by P. McCarthy, Sexton

1. A hybrid cemetery would likely be the most realistic option at this time. Would green burial be allowed in a designated area only?

If it was recommended by the board and approved by council that green burials were to proceed in Lebanon under our municipal cemetery's we would recommend that they take place in a designated area with adequate spacing to allow for safety of equipment and employees if it is determined that they would be able to safely perform the digging and interments of the human remains. It would also be beneficial to hire a consulting firm totally outside the area to conduct a study on how owners in current lots, sections and cemetery's would feel as well as the general public.

2. Which cemetery would have space for this? What work would have to be done to the space to prepare it for green burials? Would there be a zoning change or other legal considerations?

Legal considerations would need to be reviewed by Attorney Waugh. West Lebanon Cemetery does have additional sections in it that a designated area could possibly be utilized. This area does have a stream that runs along the back side and front of the Cemetery. Surveys would need to be done to determine boundary lines and distances. It should also be noted that adding an area such as this would drastically change the scope and appearance the cemetery currently possesses. The recommended area would also need to be surveyed and pinned. Currently all cemetery lots and graves are pinned with steel markers along with aluminum plates with numbers. This allows for exact locations of graves to help eliminate incorrect placing of human remains or unearthing a grave with human remains previously buried. especially in the winter months when there is snow covering the ground. Other consideration should be taken in this area. Possibly a survey to residents on what the impact would be of children at the elementary school witnessing such a burial. West Lebanon Cemetery see's a large amount of foot traffic. It also has seemed to become a common drop off and pickup location for children at the Mount Lebanon School. This should also be taken into consideration so that children, parents and walkers are not disturbing the burial ground area.

3. Site selection for green burial should include consideration of soil conditions. Optimum soil conditions include sandy, loamy soils with permeability coefficients of more than 10^{-3} m/s. Waterlogged soil or clay should be avoided. Other soil considerations include

amount of organic matter present, alkalinity, salt levels, texture, depth of bedrock, and slope. Well drained soil with some clay to absorb organic compounds, and an active biological presence of bacteria are ideal for promoting efficient decomposition. Do we need to test soil in the chosen green burial location(s)?

Yes, any perspective sites should be tested. If the Board of Cemetery Trustees decide to recommend green burials in Lebanon Municipal Cemetery's followed by the approval of the City Council, it would be recommended that the perspective sites be tested at whatever the determined depth of burial would be.

4. How would graves be marked for green burials? Options include GPS coordinates, plat diagrams, native plants, trees/shrubs, fieldstone, cornerstones, flat markers. Use of concrete is discouraged, as are upright monuments.

As it is inevitable that graves are going to settle when not using a protective outer burial container any upright stones are going to settle, shift and move. Also, any upright stone would have a concrete foundation under it preventing it from tipping, leaning or falling on someone or thing causing bodily injury. In which concrete is discouraged, uprights stones would likely not be an option. As flat stones sit flush with the ground if the grave settles so will the flat stone. If flat stones are determined to be the best option additional fees to raise and level sinking, sunken or shifting stones should be considered as well. Trees and Shrubs are not allowed to be planted in our cemeteries per the bylaws. They also create a maintenance issue for the cemeteries. As we know over time whether it is a shrouded body or casketed body for a green burial the remains over time will decompose and create a void. If equipment is needed to maintain trees or shrubs as they grow it would create a safety issue bringing equipment in over these areas. As we have experienced numerous times in our older sections where vaults were not used, the equipment hits the void and sinks to a point where it needs to be towed out and extensive damage had been done to additional lots, graves, sections and equipment. Photographs from such incidents are currently on file with the department of public works.

5. Would a person buy a specific gravesite for green burial, or rights to be buried in a particular area of the cemetery?

All City run and maintained cemeteries should operate on the same purchase policy weather it be buying the lot or purchasing burial rights.

6. How much would a green burial cost? Most hybrid cemeteries report graves cost the same or somewhat less than conventional burials.

It is recommended for the safety of staff and equipment if the Board of Cemetery Trustees decides to recommend green burial as an option in Lebanon and voted and approved by City Council the lots for green burial should be larger to insure no equipment or staff comes in contact with previously buried human remains. A traditional single grave sale now is 4 feet by 11 feet. To insure the safety of the staff, the disturbance of previously buried remains and allowing the natural nutrients in the soil to work it is my recommendation that if the board and council recommend green

burial that an individual grave be a width of 8 feet wide by 11 feet long. The human remains be placed in the center of that individual grave space. This would allow approximately 5-6 feet between each burial. As sandy soils seem to collapse easier as graves and holes are prepared at this suggested lot size it would reduce the risk if a grave does collapse that human remains from a previously buried burial be exposed to staff and the general public. Cost for the lot would be reflected on the same as a normal grave space size as they are purchasing grave space as well.

7. From a logistical standpoint, how would the body be handled in a green burial? We would have to choose how to deal with family involvement (does the family participate in moving or lowering the body, or do we keep it more similar to a conventional burial process?). Would machines be used? Are gravesites prepared ahead of time by cemetery staff? How would the body be lowered into the grave?

Handling of remains casketed body's or urns are typically conducted by Funeral Home staff. In the case of a traditional burial, equipment (a backhoe) is utilized to prepare the grave to keep time and cost of the grave preparation to a realistic price. Graves in Lebanon other than cremation graves are not dug by hand. In older sections where vaults were not used it has been noticed time and time again that this equipment will go through the graves or voids left behind from decomposition and cause damage to the surrounding lots, equipment and could lead to injury with staff operating. A lowering device is typically utilized to lower the casket for a traditional burial in the grave. Caskets are lined with liners to prevent fluids from leaking and contaminating equipment as well as harming staff during the lowering process. A lowering device would need to be utilized to lower remains into a grave. Any device coming in contact with remains that have not been disinfected would need to be disinfected after every use. It would need to be determined as to where this disinfection station would be. Proper personal protective equipment such as Gloves, masks and suits are recommended to wear for any staff if involved with burial of remains as it is unknown if any human remains have potentially contagious diseases or viruses that could be transmitted through any types of fluid.

8. Are there any circumstances with which a body could be turned away for green burial? Considerations for if the body is in "bad condition" when received for burial. This would likely be communicated through/with funeral directors.

Would it be required that funeral homes be involved in this case then? In every case there is always the unknown for communicable diseases or virus. Not all are listed on death certificates and some go unknown for one's entire life. Take Covid-19 as an example. Many cases worldwide likely went undetected for a period of time. Would this be the case in green burials especially if another pandemic happened?

9. What would happen if a green burial grave was purchased in advance, but the body is not able to be green buried for whatever reason? What is the contingency plan?

If recommended by the board and passed by council to proceed with green burials because it is a case by case basis not knowing if the persons remains would be in a

state that would be safe for family, funeral homes or staff to perform a burial lots should be purchased at the time of passing.

10. Would green burials during winter be allowed? It is often recommended to dig graves ahead of time and fill with straw, compost, or other organic material.

Preparing graves in advance not knowing if they would be used or not creates a safety issue for staff as well as visitors and residents who use the grounds to exercise, walk and visit loved ones in the cemetery. It is not recommended for safety reasons to prepare graves for burial not having a service lined up. Even filling with straw as the ground gets covered with snow if a resident, family member or natural wildlife does come in contact they very easily could fall into the hole causing serious bodily injury to themselves holding the City liable.

11. For the most part, graves can be dug at the green burial depth without fear of collapse. In some soils, cemetery operators may choose to lay in temporary plywood supports for the walls that are removed prior to the service. Wide wooden planks set on either edge of the grave provide footing for those lowering the body. If the weather is especially damp, a deeper reservoir dug at one end of the grave will collect excess water. When removing soil, best practices recommend removing the soil strata in succession and piling each separately, to be returned in reverse order, subsoil to topsoil to surface material. Where would the soil be placed during the ceremony/burial? A process/standard operating procedure for grave opening and burial should be in place and workers should be trained appropriately. When closing a grave, rocks and stones that originated in the removed soil should be put back. The addition of lime and mulch can aid in decomposition but is not required. All of the soil that was removed is re-mounded on the top of the grave and will settle to a flattened surface as decomposition occurs.

Removing soils strategically in a layered form and setting aside would take additional time and would reflect in cost of preparing a grave. Typically, when preparing a grave the earth is removed from the grave location and loaded in a 1-ton dump truck allowing maximum space around the site for family and friends to gather without having the obstruction of the soil present. Following the graveside service and all family and friends have left, the grave is closed and back filled by the 1-ton dump truck backing up to the site. Dumping the soil and compacting to prevent settling and damage to equipment while maintaining the grounds. If using Lime and mulch this would also reflect on increased cost as those materials would need to be purchased.

12. How will the green burial areas be maintained? Will they be mowed? Additional soil may be added to graves over time if a lot of settling occurs.

Mowing grounds that have mounds and the potential of grave collapse would create the possibility of safety issues of staff as well as equipment. Going back to fill graves if they settled below the grade of the natural ground would also be an additional cost

as the top soil would need to be purchased and should reflect on the cost of the opening and closing fee as well.

For the Board:

Questions prepared By C. Hauke, Board of Cemetery Trustees

1. A hybrid cemetery would likely be the most realistic option at this time. Would green burial be allowed in a designated area only?
2. **TONY:** Site selection for green burial should include consideration of soil conditions. Optimum soil conditions include sandy, loamy soils with permeability coefficients of more than 10^{-3} m/s. Waterlogged soil or clay should be avoided. Other soil considerations include amount of organic matter present, alkalinity, salt levels, texture, depth of bedrock, and slope. Well drained soil with some clay to absorb organic compounds, and an active biological presence of bacteria are ideal for promoting efficient decomposition. Do we need to test soil in the chosen green burial location(s)?
3. How would graves be marked for green burials? Options include GPS coordinates, plat diagrams, native plants, trees/shrubs, fieldstone, cornerstones, flat markers. Use of concrete is discouraged, as are upright monuments.
4. Would a person buy a specific gravesite for green burial, or rights to be buried in a particular area of the cemetery?
5. How much would a green burial cost? Most hybrid cemeteries report graves cost the same or somewhat less than conventional burials.
6. From a logistical standpoint, how would the body be handled in a green burial? We would have to choose how to deal with family involvement (does the family participate in moving or lowering the body, or do we keep it more similar to a conventional burial

process?). Would machines be used? Are gravesites prepared ahead of time by cemetery staff? How would the body be lowered into the grave?

7. How will the green burial areas be maintained? Will they be mowed? Additional soil may be added to graves over time if a lot of settling occurs.
8. Who is allowed to be buried in green burial plots? Just Lebanon residents or anyone?

Legal Considerations:

Questions prepared By C. Hauke, Board of Cemetery Trustees

1. City or state regulations would dictate setbacks from water sources. What are these?
2. Should the City require a liability waiver for green burial processes (carrying, digging, lowering, closing the grave)? It has been recommended that next-of-kin sign a liability waiver that indemnifies the cemetery and all of its employees from responsibility for injuries of anyone in their party during the funeral. This could be included in a contract or as a stand-alone waiver and also depends on how much the family is allowed to participate in the process.
3. Disinterment considerations: Typically, families are asked to sign a contract stating that they understand that their family member will not be disinterred unless legally ordered to do so by the State, and that the family is responsible for any costs not born by the State should this be ordered.
4. Green burial cemeteries have the ability to reuse ground space in the future if desired. Is this something the City would consider, and does it need to be included in Chapter 46 or in a contract disclosure, regardless of whether it is allowed?

For other hybrid cemeteries:

Questions prepared By C. Hauke, Board of Cemetery Trustees

1. How are graves marked after green burials? Is there a wait time after burial for this to happen?
2. How much would a green burial cost?
3. Are there any circumstances with which a body could be turned away for green burial?
4. Outline what a green burial looks like at your cemetery. Where is soil placed during burial? How do your workers perform the steps for burial? What safety measures are taken? What training occurs?

Hybrid Cemetery Strawman

May 31, 2020

Note to Board Members about Strawman:

As part of the March 10 agenda packet, the Board received a document prepared by Caitlyn Hauke with a list of questions regarding green burials. At the March 10 meeting, Paula Maville suggested that the board review the questions individually and that Patrick and Caitlyn work together to address the questions directly pertaining to the cemetery team. Patrick provided Caitlyn answers to those questions in mid-May 2020. Those answers are provided in the document "*Green Burials Q and A, May 2020*" and is part of the June 9 agenda packet.

I prepared a strawman, or rough outline, on green burials after reviewing those answers and that is included in the June 9 agenda packet. This strawman is by no means inclusive or final; it is only an outline to help guide additional discussion.

My recommendation to the board when reviewing the packet documents is to review the "*Green Burials Q and A, May 2020*" first. Then review this document "*Hybrid Cemetery Strawman*".

Purpose:

Provide a green burial / hybrid cemetery area to residents of Lebanon.

Location(s): West Lebanon Cemetery

- Conduct a soil test at area being considered.
- Chapter 46.5 C Area must be surveyed and pinned per Chapter 46.5
- Determine number of grave sites to be used.
- Chapter 46.5.C. 2 The Board of Cemetery Trustees may designate areas in any cemetery, as space permits, to be laid out exclusively for cremation burials, and may by regulation establish applicable dimensional requirements therefor. *Does the Chapter need to be modified to state that the Board can establish Green Cemeteries exclusively?*
- Chapter 289 defines that cemeteries cannot be located with 100 feet of a dwelling or school or within 50 feet of a water source. *(Unclear if water source is a well or a stream)*

Requirements:

- Must be citizen of Lebanon.

Body Preparation requirements and containers:

- Bodies must be placed in a casket such as a rigid cardboard or pine box or other biodegradable material, such as wicker.
- Caskets are transported to the cemetery by the funeral home.
- Bodies are not embalmed.
- Shrouded only bodies are not permitted (bodies must be in a box).
- Condition of body to be buried?
- Addressing safety of city employees during burials?
- Are burials currently permitted in Lebanon using *concrete grave liners*? *These are available sealed and unsealed. Regulation does not state specifics.*

dChapter 46.7.G Permanent outside containers. In all interments, cremation or full, the remains shall be enclosed in a permanent outside container and which shall be installed under the supervision of the Department of Public Works personnel. The owner of the lot or his agent shall provide the container. The following are considered permanent outside containers: concrete boxes, copper or steel vaults or cremation urns designed to withstand the deteriorating factor of the elements of burial.

- How would the City accommodate an allowable non-vault burial within the UVJC today?

Grave Preparation:

- Suggested graves size to be 8' x 12' and dug using conventional machinery.
- Depth of grave to be 3.5 - 4 feet.
- Caskets to be lowered by cemetery staff using conventional machinery.
- Graves to be mounded with at least 3 feet of fill (or other number as determined by cemetery staff) to accommodate settling.
- Adding mulch or lime to the soil would require additional fees.
- How would the City accommodate an allowable non-vault burial within the UVJC today?
Public Works states that all burials done in the UVJC have at least partial vaults.

Costs and Administration:

- Graves to be purchased using same deed and forms as conventional grave sites with the exception that an exact plot cannot be recorded.
- Purchase of a grave site does not provide a dedicated site for burial; only that the grave will be within the designated green burial area. This ensures that the equipment preparing the grave is on solid undisturbed soil.
- Final burial location within the hybrid cemetery area will be determined by Department of Public Works during the funeral preparations; the cemetery staff will determine best grave location based on current conditions and time of year (frozen ground vs soft ground), etc.

Maintenance

- Hybrid grave costs will include perpetual care costs.
- No clear model for maintenance. Suggestions may include:
 - Maintenance on unused portions and no maintenance on used portions.
 - Public Works creates a grid pattern or pathways for the vehicles. There may be a few ways to do this, and it may depend on what makes the most sense logistically for Public Works.
 - Utilize goats/sheep to reduce the vegetation as was done on the Greenway

Monumentation

- No clear model. Suggestions may include:
 - marking each space with a rock (balloon sized?)
 - no marker due to concerns about settling
 - engraved guide near burial area

Fw: Valley Cemetery - DO NOT REPLY ALL

From: Susan Painter (sue.painter@yahoo.com)

To: ajpalazzo9@gmail.com; dam1051@comcast.net; hauke.caitlyn@gmail.com; flhanchett64@myfairpoint.net; pmccarthy@lebanonnh.gov

Cc: james.donison@lebanonnh.gov

Date: Monday, May 11, 2020, 11:09 AM EDT

Resending to include David Muzzy; I mistakenly used an incorrect email address for him. Sorry, David!

Sue

----- Forwarded Message -----

From: Susan Painter <sue.painter@yahoo.com>

To: Patrick McCarthy <pmccarthy@lebanonnh.gov>; Tony Palazzo <ajpalazzo9@gmail.com>; Fran Hanchett <flhanchett64@myfairpoint.net>; Caitlyn Hauke <hauke.caitlyn@gmail.com>; David Bibeau <david.a.bibeau@gmail.com>

Cc: James Donison <donison@lebanonnh.gov>

Sent: Monday, May 11, 2020, 10:28:22 AM EDT

Subject: Valley Cemetery - DO NOT REPLY ALL

Hi Patrick,

I regularly use the Mascoma River Greenway (MRG), the relatively new paved recreation path between Lebanon and West Lebanon. It's beautiful and a fantastic addition for the city.

The path closely abuts a steep embankment at the back of Valley Cemetery. From the recreation path looking up toward the cemetery, it's clear that the brush/yard waste from the cemetery has been regularly pushed off the embankment toward the recreation path. There are also a number of old pallets scattered among the debris. For the past 40 years or so, when that railroad line wasn't being used, I can understand brush being pushed off that embankment. But now with an active recreation path below, I have a few questions. I am writing about this now instead of bringing it up at the next Board meeting because I think there is a potential safety concern.

1.) Does the city continue to push debris off that embankment? If so, I think there is a safety concern as any new debris pushed off the embankment could land on the recreation path injuring a pedestrian.

2.) That embankment is now in clear view of recreation path users. It's not very pretty. I'm not sure what could be done to make it more aesthetically pleasing. We can address the aesthetics with the Board at our next meeting.

Thanks,
Sue