



**City of Lebanon ~ Department of Public Works  
AGENDA  
BOARD OF CEMETERY TRUSTEES  
TUESDAY, AUGUST 11, 2020 - 5:00 PM  
REMOTE VIA MICROSOFT TEAMS  
LebanonNH.gov/LIVE**

---

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES: JULY 14, 2020**

**Documents:**

[2020-07-14 Cemetery Board Minutes Draft Lbdg.docx](#)

**3. CEMETERY SEXTON REPORT:**

**4. OLD BUSINESS:**

- A. Infant Grave Areas at Glenwood, Mount Calvary, Budgeting Rescissions for 2020
- B. Green Burials (Discussion on this item will resume at a future date)
- C. Annual Process for Inventorying Cemeteries

**5. NEW BUSINESS:**

**6. ADJOURNMENT**

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

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to [LebanonNH.gov/Live](https://LebanonNH.gov/Live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit [LebanonNH.gov/Live](https://LebanonNH.gov/Live) for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE  
AT [LEBANONNH.GOV](https://LebanonNH.gov)

DRAFT

**CITY OF LEBANON  
BOARD OF CEMETERY TRUSTEES  
REGULAR MEETING MINUTES  
REMOTE VIA MICROSOFT TEAMS  
LebanonNH.gov/Live  
TUESDAY, JULY 14, 2020  
5:00 PM**

**MEMBERS PRESENT:** Chair Susan Painter, Vice Chair Fran Hanchett, Caitlyn Hauke, David Muzzy

**MEMBERS ABSENT:** Antonio Palazzo

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

**GUESTS:**

---

1  
2 **I. CALL TO ORDER**  
3

4 The meeting was called to order at 5:00 PM by Chair Susan Painter.  
5 A Roll Call of Board Members who participated remotely is listed above.  
6

7 **A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements**  
8

9 Chair Painter delivered the Right to Know procedures to the Members and the public.  
10

11 **II. APPROVAL OF MINUTES**  
12

13 **A. June 9, 2020**  
14

15 *Mr. Muzzy MOVED to approve the June 9, 2020 Minutes as presented with amendments.*  
16 *Seconded by Ms. Hanchett.*  
17

18 Amendments: Page 2, Line 16; Add ‘Board Members Tony Palazzo, Vice Chair Fran Hanchett, and Chair  
19 Susan Painter and Sexton Patrick McCarthy met at Glenwood cemetery on May 4, 2020 to discuss  
20 marking the baby graves.’ Page 3, Line 9; Remove ‘Mr. McCarthy worked on answering the questions  
21 that were prepared by Ms. Hauke. Additional comments were provided by City Staff regarding Green  
22 Burials, but he did not include some of the information or opinions provided as he believes the answers  
23 require attorney law.’ and Add ‘Mr. McCarthy provided the Board with written answers to questions  
24 prepared by Caitlyn Hauke on green burials within the City. Chair Painter declined to share additional  
25 written comments provided by Mr. McCarthy as she believes they require a review by the city attorney.  
26 Page 3, Line 39; Add ‘Chair Painter asked Mr. McCarthy if the City had a procedure for handling burials  
27 within the Upper Valley Jewish Cemetery without a vault. There is none.’  
28

29 **Roll Call Vote**

30 *Vice Chair Hanchett, Mr. Muzzy, Ms. Hauke and Chair Painter all voting Yea.*

31 *None voted Nay.*

32 *\*The Vote on the Motion was unanimously approved (4-0).*  
33

34 **III. CEMETERY SEXTON REPORT**

35 In June his staff had three full burials, six cremation burials and two additional entombments. There was  
36 one grave sale and one trust fund sale. There were two deed transfers.

1 They have been mowing and trimming. He is down one full time staff person so that has slowed things  
2 down. They are having difficulty with one mower that continuously needs work. It is scheduled to be  
3 replaced, but there may not be funding to replace it this year. They are working at Valley Cemetery, parts  
4 A, B and C, raising stones and working of the grounds, which is keeping the seasonal staff busy. West  
5 Lebanon Cemetery asphalt was crack sealed.

6  
7 He was contacted by a person who asked to volunteer to help with restorations and she will be helping  
8 with cleaning the stones. He will work with her on procedures to clean stones in School Street and  
9 Glenwood, after a notice is put in the paper. They are continuing with the same product that was  
10 previously used to clean stones. The stones that are worked on will be documented. Mr. McCarthy will  
11 contact HR regarding the volunteers and any waivers or insurance requirements needed for their help.

12  
13 Valley and West Lebanon Cemeteries sinking spots are getting filled, but the grass has been having  
14 difficulty growing due to the heat. This is not a good time of year for growing grass. The reseeding will  
15 increase the cost and add additional work.

16  
17 There will be a resolution at the City Council meeting honoring Linda Mae Peck and Priscilla Gosselin.  
18 They will be dedicating the Glenwood Fountain to the Council.

19  
20 **IV. OLD BUSINESS**

21  
22 **A. Infant Grave Areas at Glenwood/Mount Calvary/ Budgeting Rescissions For 2020**

23  
24 At this time there is not enough budget to continue with this work, because the City has put all the funds  
25 on hold. But it will move forward in the future. They discussed the granite posts that are not being used  
26 at this time and might be repurposed to mark the graves. The posts will be cleaned up and photographed  
27 to show the Board. They also discussed using the large rock to mark the graves. It may be preferable to  
28 have a consistent look for all the infant grave sites. It will be discussed more next meeting.

29  
30 **B. Green Burials (Discussion on This Item Will Resume at A Future Date)**

31  
32 **V. NEW BUSINESS**

33  
34 **A. Sacred Heart/Valley Cemetery Debris and Safety Concerns**

35  
36 Chair Painter brought up the brush and debris below the cemetery along the Mascoma Greenway. Mr.  
37 McCarthy said they have not been putting clippings or debris over the embankment toward the Greenway.  
38 There was a lot of debris in that area, and his crew removed about a ton of debris including old  
39 appliances. They will be putting clippings and grounds debris to fill the voids to the sides. It will not be  
40 going toward the Greenway. Chair Painter asked how people can be stopped from future dumping. They  
41 will keep an eye on the area to check, hoping to keep this from going back to looking like a landfill.  
42 Adding trash containers is not a good answer.

43  
44 The Cemetery has access from the Greenway. It has become an access point, possibly because the bridge  
45 is closed. The Sexton put up fences, to divert people from accessing the Greenway through the cemetery  
46 and walking on the graves. Also, there are bikes coming into the cemetery which is not permitted. Chair  
47 Painter asked if there is a better way to provide a walkway to the bike path in order to keep people off the  
48 graves and create a walking path. The Sexton said if the bikes use the roadway it would not be a problem  
49 and there would be less erosion on the hillside. They hope to contact the recreation department, local bike

1 shops and mountain bike clubs to spread the word that bikers should not be using the cemetery and  
2 crossing over the graves as they are deeded property.

### 3 4 **B. Grave “Curbing” at West Lebanon Cemetery**

5  
6 Some curbing is taking place. Mr. McCarthy, on behalf of the Board of Trustees, will send a letter to the  
7 grave owners where it is occurring. It will state that the curbing is prohibited and if they want to maintain  
8 the curbing, they need to ask for an exception from the Board. In order to have curbing, a long-term care  
9 agreement is required. The hope is that a letter to the families and the owners of the graves explaining the  
10 required procedure will help them understand.

### 11 12 **C. Review and Recommendation to The City Council: Ordinance #2020-03 - Proposed** 13 **Changes to City Code Chapter 46, Cemeteries, By Removing the Requirement for** 14 **Perpetual Care Trust Funds; Establishing A Cemetery Maintenance and Preservation** 15 **Trust Fund; And Establishing A Cemetery Maintenance Special Reserve Fund**

16  
17 The City is proposing to create two funds instead of one. The Cemetery Maintenance and Preservation  
18 Trust Fund would be funded through the interest earned from the Perpetual Care Trust Fund. The second  
19 revenue source for this fund would be the \$75 fee charged for setting foundations. The amount of money  
20 within this budget would not be known until the end of each year and the money, if not spent, would  
21 remain in the Maintenance and Preservation Trust Fund. Annually the Cemetery Board would make a  
22 request to the Trustees of the Perpetual Care Trust Fund to move the earned interest from the Perpetual  
23 Care Trust Fund to the Maintenance and Preservation Trust Fund.

24  
25 The new fund the City would like to establish is the Cemetery Maintenance Special Reserve Fund. It  
26 would be funded from the City Budget and half of the price for the sale of a cemetery lot. This could also  
27 be awarded an appropriation from the City during the annual budget process. This fund would be under  
28 the purview of the City Manager. Burial fees would all go to the General Fund because that offsets the  
29 costs of burials.

30  
31 *Chair Painter MOVED, that the Board of Cemetery Trustees hereby recommends that the City*  
32 *Council, after a duly noticed public hearing, take action to adopt Ordinance #2020-03 as presented.*  
33 *Seconded by Mr. Muzzy.*

### 34 35 **Roll Call Vote**

36 *Vice Chair Hanchett, Mr. Muzzy, Ms. Hauke and Chair Painter all voting Yea.*

37 *None voted Nay.*

38 *\*The Vote on the Motion was unanimously approved (4-0).*  
39

### 40 **D. Intent and Mission of Board's By-Law Item 5.B "Creating an Inventory of All Cemetery** 41 **Plots, Including Photographs and Condition Assessments of All Monuments."**

42  
43 The Board discussed what is meant by an inventory of graves. The intent is that every grave in municipal  
44 cemeteries would be photographed and assessed. The School Street Cemetery was previously done by  
45 Ms. Hanchett and one thought is to inventory one cemetery a year. In 2021 there may be a system, the  
46 Beehive asset management system, that would electronically keep track of the grave inventory. Now all  
47 the maps digital maps for Glenwood Cemetery are in Beehive. A grave lot could eventually be selected, a  
48 photograph of the monumentation added, a visual assessment of stones and ground done, and digitized  
49 trust fund cards included in the Beehive. All the cemetery maps are in Beehive and DPW uses them to  
50 keep track of the maintenance and burial work, specifically pertaining to the staff's time and effort. Mr.

1 McCarthy suggested starting with the West Lebanon, Sacred Heart and Valley Cemeteries as they may be  
2 some of the easiest to start with. The Board will have to do the inventory, make the photographs and do  
3 the visual assessments. They intend to create a set of criteria to evaluate and collect on all the grave sites.  
4 Mr. McCarthy will assist in setting up the procedures and train the Board how to read the maps properly.  
5

6 **E. Annual Process for Inventorying Cemeteries**  
7

8 Beehive will not be available for another year. The packet for this meeting includes the inventory that  
9 was done last April. Chair Painter suggests they continue to follow the procedure they used last year to  
10 inventory and evaluate the specific cemeteries. Currently the Beehive system has a set of questions  
11 regarding graves that are already build in the system. The Sexton will provide the current questions that  
12 are in Beehive system to the Board for review and they will determine if the questions meet the  
13 requirements for the Board's inventory. Beehive needs to be built down to the grave lot level. Doing the  
14 inventory is likely a project for 2021 and the planning can be done at this time. They want to make sure  
15 all the information they are collecting will be valuable to people down the road and will be information  
16 that can be used for future planning. At this time, it is suggested that the current inventory could include  
17 additional information, such as the number of graves in the cemetery that are occupied, how many grave  
18 sites are available and any other pertinent information that is available to extend the inventory that was  
19 done. The GPS survey will help develop the inventory in the future.  
20

21 **VI. FUTURE AGENDA ITEMS**  
22

23 Creation of a pathway from the Greenway through the Valley Cemetery that does not cross over the  
24 graves.  
25

26 **VII. ADJOURNMENT**  
27

28 ***Mr. Muzzy MOVED for adjournment.***  
29 ***Seconded by Ms. Hanchett.***  
30

31 **Roll Call Vote**

32 ***Vice Chair Hanchett, Mr. Muzzy, Ms. Hauke and Chair Painter all voting Yea.***

33 ***None voted Nay.***

34 ***\*The Vote on the Motion was unanimously approved (4-0).***  
35

36 The meeting was adjourned at 7:03 PM.  
37

38 *Respectfully Submitted,*

39 *Linda Billings*

40 *Recording Secretary*