



**City of Lebanon ~ Department of Public Works
AGENDA
BOARD OF CEMETERY TRUSTEES
Tuesday, October 8, 2018
City Hall - Council Chambers
5:00 PM**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

A. SEPT 10, 2019

Documents:

[2019-09-10 Cemetery Board Minutes Draft Lbdg.docx](#)

3. ONGOING DISCUSSION ITEMS

A. PERPETUAL FUNDS

a) Review comments from Attorney Waugh for the establishment of Cemetery Care Fund in Chapter 46.10

b) Review comments for other updates to Chapter 46.10

B. LONG TERM CARE AGREEMENTS

C. CEMETERY PROJECT UPDATES

a) Spending of remaining budget of approx 10K.

b) Scanning area of Glenwood

c) Infant Grave areas

d) West Lebanon structure for 2020

e) Potential columbarium locations

f) Soil updates (Tony)

D. WINDSOR SEMINAR UPDATES

E. GREEN BURIALS

a) Lee Webster - short presentation on Green Burials

4. NEW BUSINESS

- a) NH Cemetery Association Fall Meeting Oct 9.
- b) Election of Chair and Vice Chair
- c) Update by Cemetery Sexton on activities performed over the last month and planned for balance of 2019

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.

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Tuesday, September 10, 2019
City Hall – West Meeting Room
5:00 p.m.**

MEMBERS PRESENT: Susan Painter, David Muzzy, Fran Hanchett, Caitlyn Hauke, Antonio Palazzo

MEMBERS ABSENT: None

STAFF PRESENT: James Donison – Public Works Director, Pat McCarthy - Sexton

GUESTS: Lorraine Kelly-West Lebanon, Judith Bush-West Lebanon

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

4 The meeting was called to order at 5:00 PM by Chair Susan Painter.

6 **II. APPROVAL OF MINUTES**
7

8 **A. JULY 9, 2019**
9

10 *David Muzzy MOVED to approve the July 9, 2019 Minutes as amended.*
11 *Seconded by Fran Hanchett.*

12 Amendments: Accept the track changes that appear in the document.

13 **The MOTION was approved (5-0).*
14

15 **III. ON GOING DISCUSSION ITEMS**
16

17 The Chair welcomed the Board and reminded the members that they have been functioning as a Board for
18 a year. She would like to set some high-level goals for the Board now that it has been active for a year.
19 Chair Painter said the on-going discussion items are going to be a part of upcoming meetings and may not
20 be discussed in depth at each meeting.
21

22 **A. Long Term Care Agreements**
23

24 Pat McCarthy read an email from Legal Counsel regarding the steps that need to be followed to change
25 the current perpetual care agreement and the processes associated with making the change. Legal
26 Counsel said language adjustments would be made to Chapter 46.10 Mr. McCarthy has some additional
27 recommended changes to the Chapter and suggested that all the changes should be done at the same time
28 if possible. The request to establish a Cemetery Care Fund would have to go before the City Council.
29 The proposal would have a hearing and a public hearing. It may take a few months to move this forward.
30

31 **B. Green Burials**
32

33 Chair Painter asked which cemeteries have available grave sites and where grave sites can still be
34 purchased in Lebanon. Glenwood is one of the most popular cemeteries. Mr. McCarthy believes there is
35 additional space that can be used in Glenwood, but it needs to be scanned, for about \$2000, to determine
36 if the space is usable. The West Lebanon Cemetery has some space for more graves, in the high grass
37 areas. Mr. Palazzo suggested turning a City owned piece of property on Route 4 into a cemetery for

1 green burials. All these areas would have to be cleared and plotted. Each area would have to be surveyed
2 and approved. There are about 300 grave lots available in the Lebanon area. The Glenwood expansion
3 that Mr. McCarthy is suggesting would add another 100 graves to Glenwood. The proposal is for
4 standard graves rather than green burials. Last year there were 27 full burials and 41 cremations in the
5 Lebanon area.

6
7 The Board discussed the options for establishing specific areas for green burials. The grassy area of the
8 West Lebanon Cemetery may be an ideal place for green burials or a columbarium. The Board will seek
9 additional expertise from people experienced with green burials and columbarium burials. Mr. McCarthy
10 will get additional information about the revisions that would need to be made to Chapter 46 to allow
11 green burials.

12
13 Ms. Hauke will make arrangements for a presenter to discuss green burials for either the October or the
14 November meeting. Chair Painter would like to keep the Board moving on green burials.

15 16 **C. Cemetery Project Updates**

17
18 Mr. McCarthy reviewed the list of projects the Board requested of DPW and which projects have been
19 completed. The work included painting several buildings, repairing roofs and the granite posts that have
20 been added to the West Lebanon Cemetery. Fencing has been repaired in several cemeteries. Soil
21 samples and reports have been done in a few active cemeteries where the soil looked in poor condition.
22 DPW is considering using landfill compost because it is free of contaminants and it is free of charge to
23 the City. The Landfill compost needs to be certified by the State that it is free of contaminants before it
24 can be used. There are holes that have sunk in the cemeteries and it would be helpful if the compost
25 could be used to fill some of the holes rather than purchasing soil by the truckload for low spots and for
26 burials.

27
28 The brush lines have been cut back in some cemeteries. Glenwood road has been hard packed leading to
29 the fountain. Cornerstone was awarded the contract for grave stone and monument repairs at School
30 Street Cemetery. The contractors offered to do additional work for the same price. They will repair the
31 broken stones first and return to straighten the monuments. DPW staff will observe the straightening
32 process and hope to be able to do some of the straightening work in the future. The legal notice regarding
33 repairing the stones and monuments was posted and there was no response from the Public, so they will
34 move forward with all the identified graves.

35
36 With Fall coming and the work load for DPW in the Fall, some of the new projects will be put on hold.
37 Two cemetery fences will be postponed until later this year or Spring 2020. They will continue to do as
38 much work as possible during the Winter, such as painting the cemetery signs. The Board will continue
39 to develop a list of future projects for DPW.

40 41 **D. Budget and Perpetual Funds**

42
43 Mr. McCarthy made suggestions for spending the remaining \$10,000 in this year's budget. He suggested
44 doing some tree removal, buying a tent to rent during burials, obtaining the equipment and establishing a
45 fee for the lowering equipment at the graves.

46 47 **IV. NEW BUSINESS**

48 49 **A. Cemetery Workshops in Windsor**

50

1 There are meetings this coming week in Windsor. Mr. McCarthy and some Board members will attend
2 the upcoming meetings.

3

4 There are meetings that will be held in Manchester and the Board members were invited to attend. Mr.
5 McCarthy will be attending the meeting in Manchester and offered transportation to the Board.

6

7 **V. ADJOURNMENT**

8

9 ***Dave Muzzy MOVED for adjournment.***

10 ***Seconded by Ms. Hauke.***

11 ****The MOTION passed unanimously, (5-0).***

13 The meeting was adjourned at 6:50 PM.

14

15 *Respectfully Submitted,*

16 *Linda Billings*

17 *Recording Secretary*