

DRAFT

**CITY OF LEBANON**  
**BOARD OF CEMETERY TRUSTEES**  
Tuesday, February 19, 2019  
Department of Public Works-Administration Building  
193 Dartmouth College Highway  
5:00 p.m.

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Kelly Crate – Administrative Services Manager Public Works; Paula Maville – Deputy City Manager; James Donison – Public Works Director; Bruce Temple -- Assistant Director Public Works

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**I. CALL TO ORDER**

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

**II. ACCEPTANCE OF MINUTES**

Amendment: Page 1, Guests Remove ‘Cheryl’ and Add ‘Sarah.’ Page 1, Line 24 Remove “Cheryl” and Add “Sarah.” Page 2, Line 17 Add ‘marker’ after stone. Page 2, Line 21 Remove ‘Dates and Legal Holidays’ and Add ‘Days.’

*Antonio Palazzo MOVED to approve the minutes of the January 8, 2019 Board of Cemetery Trustees as amended. Seconded by Fran Hanchett.*  
*\*The MOTION passed unanimously, 5-0.*

**III. DISCUSSION ITEMS**

Chair painter talked about the postponement of the Green Burials presentation. With the timeline for getting the new Chapter and Bylaws before the City Council, there isn’t time to address Green burials. They may be addressed with an amendment in the future.

**A. Review and Discuss Proposed Amendments to Bylaws**

The Bylaws are a three page document that has been reviewed by the attorney. The members agreed they have been discussed and corrected in previous meetings.

*Fran Hanchett MOVED to adopt the Bylaws as distributed in the 2/19/19 meeting packet. Seconded by Antonio Palazzo.*  
*\*The MOTION passed unanimously, 5-0.*

**B. Review and Discuss City Code Chapter 46, Cemeteries**

Ms. Mayville said the legal review of the Chapter is back from the attorney. The public hearing can be scheduled for the April 3 meeting for adoption. This new Chapter will go to the City Council on March 20, 2019 where the changes will be presented, and the Board will ask the Council to set a public hearing to adopt the new Chapter. It is anticipated that the Board members will attend this City Council meeting. Based on all the changes and edits, the Board will be asking for a complete repeal and replace. The attorney made minor changes and cross walked the document for consistency.

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The members discussed the Ordinance and performed a final review of the document. They requested additional reorganization and a few minor changes to the Chapter. Ms. Mayville made edits on the screen addressing the revisions the members discussed. The final iteration was seen on the screen by the members.

Section 46-3 was reorganized, and the section letters were changed. Language was added to align with the introduction to the section.

Fran noticed there was nothing to address flag placements in the Chapter. DPW will contact the organizations that place the flags and ask if they can be placed low to the ground and close to the headstones. It will be easier for maintenance and they will not be torn out by the equipment.

In Section 46-1 the members added language that corrected grammar but did not change the meaning of the section.

Chair Painter asked to use a consistent name for the cemeteries throughout the document. They will use the name municipal cemetery. The words city cemetery and city owned cemetery will be replaced with municipal cemetery. Staff will determine if the Upper Valley Jewish Community Cemetery is obligated to fall under the Cemetery Ordinance and Bylaws and if it is considered a municipal cemetery because of the agreement with the City.

In Section 46-3D they agreed on language that prohibits alcoholic beverages in cemeteries. In Section 46-3M they determined there will not be any restriction on smoking in cemeteries.

In Section 46-4C the Chair asked to reorder the section regarding the use of vehicles in cemeteries from broad to specific. They added language prohibiting anyone from removing materials brought to the cemetery by the City. The members talked about the parents using the cemetery to drop children off at the school. They drive on the grass to get close to the school and damage the grounds. They will address this in the future as it will not change the Ordinance or the Bylaws. They intend to start by talking to the school.

Chair Painter asked to move the purchase requirements for cremations from Section 46-5C to Section 46-6F. Mr. Palazzo asked to list the measurements uniformly using feet and inches consistently throughout Section 46-5D. They clarified where cremation lots are currently available and confirmed there are no limitations on where cremation lots could be made available in the future.

In Section 46-6A they clarified that a person owns property rights, but they do not own the actual land. The plot cannot be deeded out of the cemetery. In Section C (1) they clarified the language pertaining to the cemetery application and the issuance of the deed.

Section 46-7A was revised to make the language clearer.

Regarding Section 46-8, Chair Painter asked if the solar lights that are generally close to the stones are a problem. DPW has not reported any difficulties with them from a maintenance perspective.

In Section 46-9B (3) they eliminated redundant language.

There were no other changes to Sections 46-10 through 46-12.

86 **David Muzzy MOVED to approve Chapter 46 as modified during this meeting and to move the Chapter**  
87 **forward to the City Council for adoption. Seconded by Fran Hanchett.**  
88 **\*The MOTION passed unanimously, 5-0.**  
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90 **C. Review and Discuss Cemetery Application and Deed Format**

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92 The members briefly discussed the application and deed format. They determined the deed does not need  
93 to be approved before the Chapter is sent to the City Council. However, it must be in place by the  
94 effective date of the new Ordinance.

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96 **IV. OTHER BUSINESS**

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98 **A. FUTURE AGENDA ITEMS**

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100 **\* Green Burials will be on the 3/12/19 agenda**  
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102 **VI. ADJOURNMENT**

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104 **Caitlyn Hauke MOVED for adjournment. Seconded by Dave Muzzy.**  
105 **\*The MOTION passed unanimously, 5-0.**  
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107 The meeting was adjourned at 6:45 PM.

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109 *Respectfully Submitted,*  
110 *Linda Billings*  
111 *Recording Secretary*