

AGENDA
BOARD OF CEMETERY TRUSTEES
MAY 14, 2019

AGENDA ITEM 2
APPROVAL OF MINUTES

APRIL 9, 2019

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Tuesday, April 9, 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: Kelly Crate – Administrative Services Manager Public Works; James Donison – Public Works Director;

GUESTS: Pat McCarthy-Rickers Funeral Home

1
2 **I. CALL TO ORDER**

3 The meeting was called to order at 5:01 p.m. by Chair Susan Painter.
4

5 **II. ACCEPTANCE OF MINUTES**
6

7 The minutes from the March 12, 2019 meeting will be approved at the next scheduled meeting.
8

9 **III. DISCUSSION ITEMS**
10

11 Chair Painter received an email from Mayor Tim McNamara. After the City Council meeting he received
12 a letter from the Hanover Public Works Director who is updating Pine Knoll Cemetery regarding green
13 burials. He offered to work with the Board as they continue to work on green burials. The Board will
14 bring Green Burials back to the City Council later. The new Chapter 46 was passed by the Council.
15

16 The Board intends to revisit the fees for the Jewish Cemetery. They are going to review the deed with the
17 Jewish Cemetery. There is substantial background work that needs to be done before moving forward.
18 Right now, the burial fees pertain to the Jewish Cemetery, the plot fees do not. They want to address the
19 costs of perpetual care.
20

21 Chair Painter emailed the Lebanon DPW and Paula Maville asking for recommendations on the best way
22 to approach the Lebanon School regarding the school traffic in the cemetery. The DPW is reviewing the
23 situation, and will make some changes at the cemetery, such as signage or traffic control. They will also
24 draft a letter to address the situation with the school. They are thinking a meeting with the school district
25 may be more productive.
26

27 **A. LONG TERM AGREEMENTS**
28

29 The Board discussed the examples of long-term agreements that were provided in the packet for the
30 meeting. These agreements pertain to care. Some of the historical agreements are very old and are no
31 longer useful as a reference material.
32

33 Chair Painter asked to receive all the information Staff have regarding School Street Cemetery. She
34 would like to focus on that cemetery as a model for the Board's work.

1 The members discussed the documents that represent the long term care agreements. The renewal of the
2 agreement expires in 10 years, it is not an endless agreement. Chair Painter said they need to confirm that
3 it is the individual's responsibility to renew the agreement. The City does not track down individuals to
4 renew the agreement. They discussed the City's right to remove an agreement if no one steps forward.
5 There are not very many of these agreements and the City is not encouraging these agreements. The
6 Board will discuss establishing a fee just to have a long term, endless agreement. There will also be
7 maintenance fees for these agreements.
8

9 Ms. Hanchett mentioned that the gate to the cemetery between the school and the School Street Cemetery
10 needs to be locked. She reminded the Board that DPW Staff were going to check on who owns the gate.
11

12 **B. BURIAL OPTIONS**

13
14 Chair Painter asked members of the Board to look for reference information from other cemeteries across
15 the country regarding other burial options: such as scattering gardens, column burials, and niche walls.
16 Right now, all the burials that are allowed are in Chapter 46. The Board would like to consider other
17 alternatives. The Board can make recommendations of new alternatives and amend the Chapter. They
18 would also consult with funeral homes to determine some of the pros and cons of alternative burials, and
19 any risks that need to be considered.
20

21 Mr. McCarthy reminded the Board that once there is a cremation, anyone can do anything they want with
22 the remains. Cremation is not a burial.
23

24 Ms. Hauke asked to work on the alternative burial project. Mr. McCarthy has a resource person who will
25 come and speak to the Board on the things they have seen regarding alternative burial options in larger
26 cities. He will discuss how these burial options impact the budget, and which types are income
27 generating. Ms. Crate will email the resource person to find a date that is convenient. The Board is
28 agreeable to have the presenter at the next meeting. They will invite the DPW from Hanover to the
29 meeting that the presenter attends.
30

31 Ms. Hauke suggested making green burials available at one cemetery or in a few locations at a few
32 cemeteries. They need to be in one location in the cemetery, as the land responds differently to the
33 burials, such as sinking ground. The Board noted that the current cemeteries do not have enough land for
34 this specific purpose. They hope to continue to gather information about burial options and they will
35 move forward once they have more information.
36

37 **C. CEMETERY MAINTENANCE – BOARD NEXT STEPS**

38
39 Mr. Palazzo would like the Board to determine the priorities for cemetery maintenance. They said
40 beautification is a better description than maintenance. He would like to update the information they have
41 regarding each cemetery and collate the information. Then they will try to put a price tag on what it takes
42 to accomplish the maintenance.
43

44 Ms. Crate gave an update of the tasks that are on the DPW list of things to accomplish. She asked Board
45 members to walk through each of the cemeteries. Ms. Hanchett asked the DPW to spray for ticks and cut
46 the grass prior to Memorial Day and before May 18th when they intend to place the flags.
47

48 The Board discussed setting 5 categories to evaluate at each cemetery. Each member will walk the
49 cemeteries and bring back a list to review and compare with the Board. The 5 categories are:

- 1 Monuments and head stones.
- 2 Buildings.
- 3 Fencing and landscaping.
- 4 Roads and sidewalks.
- 5 Informational signage.
- 6

7 Ms. Crate will create a template listing the categories to evaluate and each member will send the
8 comments to her by May 6, 2019.

9

10 **IV. OTHER BUSINESS**

11

12 Mr. Donison attended the NH Cemetery Association meeting. This is the first year that Lebanon is a
13 member. This year it is free to join, and it will cost to be a member in future years. The seminar was well
14 attended, with many cemetery trustees as well as vendors. The main topic was presented by the State
15 Archeologist. He discussed digging up burial remains in construction sites. If remains are found, the
16 State Archeologist is contacted to see if the remains are native American, which is more complicated.
17 In the past, some bones were dug up in one of the West Lebanon cemeteries. The remains were identified
18 as one of the earliest settlers in the area. Another aspect of the meeting discussed the pros and cons of
19 winter burials. He suggested that the Trustees go to the Fall and Spring meeting.

20

21 The members reviewed a cemetery map that was provided to the Board. Ms. Crate will provide more
22 maps of the cemeteries in Lebanon.

23

24 **A. FUTURE AGENDA ITEMS**

25

26 * Continue Green Burial Discussion

27 * West Lebanon Cemetery (School traffic)

28

29 Mr. Temple and Mr. Donison visited the West Lebanon Cemetery by the school to observe the traffic.
30 They would like to meet with the principle and the police chief to come to some conclusions about how
31 the traffic should be addressed. They will be looking into what is practical. They thought there is time to
32 address this before the next school year. Sometimes there are cars that drive right up to the fence and
33 drive on the grass. The Board asked DPW to come up with a plan and put it in place to see if this will
34 remedy the problem. A stone structure will be erected to put up a barrier to discourage the traffic.

35

36 The most up to date copy of Chapter 46 that was approved by the City Council after the public hearing
37 was distributed to the members.

38

39 **VI. ADJOURNMENT**

40

41 *Dave Muzzy MOVED for adjournment. Seconded by Fran Hanchett.*

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

43

44 The meeting was adjourned at 6:21 PM.

45

46 *Respectfully Submitted,*

47 *Linda Billings*

48 *Recording Secretary*