

AGENDA
BOARD OF CEMETERY TRUSTEES
June 11, 2019

AGENDA ITEM 2
APPROVAL OF MINUTES:

JUNE 11, 2019

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Wednesday, June 11, 2019
City Hall – West Meeting Room
5:00 p.m.**

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

MEMBERS ABSENT: Antonio Palazzo

STAFF PRESENT: James Donison – Public Works Director

GUESTS: Pat McCarthy-Rickers Funeral Home

1
2 **I. CALL TO ORDER**

3
4 The meeting was called to order at 5:03 PM by Chair Susan Painter.

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6 **II. APPROVAL OF MINUTES: MAY 14, 2019**

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8 *David Muzzy MOVED to approve the May 14, 2019 Minutes as amended.*
9 *Seconded by Fran Hanchett.*

10
11 AMENDMENTS: Page 1 Line 27 Remove ‘School Street Cemetery’ and Add ‘the fence between the
12 school and the cemetery’. Page 1 Line 29 Add ‘from Ms. Hanchett’ after ‘email’, Remove ‘on’ and Add
13 ‘in cemetery’ before ‘maintenance’ and ‘would like to attend a Board meeting’ after ‘maintenance’. Page
14 1 Line 29 Remove ‘has information’ and Add ‘to talk about her experience with cemetery maintenance
15 and green burials’. Page 2 Line 22 Remove ‘because the cemeteries are running out of room, and there is
16 a need to unify the cemeteries’ and Add ‘to address cemetery maintenance and beautification of the
17 cemeteries’ after ‘was created’. Page 2 Line 23 Add ‘maintenance’ after ‘make’.

18
19 **The MOTION was approved (4-0).*

20
21 **III. DISCUSSION ITEMS**

22
23 Chair Painter began the discussion regarding the funds that are available for cemetery maintenance in
24 2019. The last Special Meeting addressed the funds related to cemetery revenue, the Public Works
25 budget and the interest from the Perpetual Fund.

26
27 Mr. Donison explained the Public Works budget. There is a budget of \$53,180 that includes \$43,500 in
28 maintenance and repair services. When this budget was approved by the City Council, it was anticipated
29 that \$25,000 would be spent on monumentation and head stone repairs and improvements. That is the
30 intent for 2019, however it can be used for fence repairs and other maintenance issues. The previous year
31 the entire budget was not spent. Mr. Donison reviewed the budget line items that are in the 2019 budget.

32
33 The new budget for 2020 is due by August 9, 2019. Funds are not carried over to the following year
34 unless it is encumbered by a contracted service. Mr. Donison provided some references for cemetery
35 maintenance and he will request estimates to do head stone and monument repair. He suggested
36 highlighting one cemetery or one section rather than spreading the work across a few cemeteries.

37

38 The \$26,000 in annual cemetery revenue will not be available to the Board to spend. The revenue is used
39 to balance the budget. They discussed how a new account will be setup for repairs and maintenance, so
40 the total amount does not land in the perpetual fund that is not spendable. It has been suggested to start a
41 cemetery maintenance fund line item in the budget and the money from the sale of new perpetual funds
42 will be put into that line item. Although the perpetual fund assets are touchable under some
43 circumstances, currently there will not be a request to attach any of that existing perpetual fund.
44 Essentially, the Board has to determine how to spend about \$25,000 for cemetery improvements, which
45 will include monumentation repairs.

46
47 Mr. Donison suggested requesting estimates from the cemetery maintenance resources he provided to
48 determine what they charge for grave stone and monument repair. In the new ordinance, the City can
49 make repairs if there is no family taking responsibility for the grave site. An announcement is placed in
50 the local paper stating stones will be repaired and cleaned. It can be either listed as a lot, if all of the
51 stones in an area will be addressed. If specific stones will be worked on, the specific graves should be
52 listed. Enough time has to be provided to allow the public to respond to the notice. They discussed
53 starting the due diligence of locating owners of the grave site. Mr. Donison said a public works person or
54 cemetery sextant can help with the due diligence. Public Works will help with developing the legal notice
55 and an RFP.

56

57 **A. CEMETERY MAINTENANCE**

58

59 **• Discuss Cemetery Walk**

60

61 The Board members reviewed their notes from their cemetery walks. They compared the list of repairs
62 that were identified with the work that Public Works already has planned. They reviewed each cemetery
63 individually and noted priorities for this year, specific to each cemetery.

64

65 Signage was discussed, and it is thought that working on new signs might be a good winter project for
66 Public Works. They would like to replace all the signs for all the cemeteries, to be done in a consistent
67 manner with a new style that is more ascetically pleasing.

68

69 Mr. Donison suggested that in the next 5 years the Board may need to request additional funds to spend
70 on repaving the cemetery roads. Basic repairs, like hot patch and filling pot holes will be done, but at
71 some point, the roads will need to be repaved.

72

73 Mr. Donison will work to get information about which cemeteries have room for expansion and identify
74 the number of plots that are currently available.

75

76 They discussed the parking at each cemetery. Public works will try to add some parking spots at the Old
77 Pine Tree Cemetery. In the future the Board may work on adding some level walking paths to access the
78 graves at the Old Pine Tree Cemetery.

79

80 Public Works intends to do some roofing and other repairs on the building at School Street Cemetery.
81 They will look for a proposal to improve the foundation on the building with an injectable material.
82 There is also a need to repair fences at School Street. They discussed locking the gate between the school
83 and the cemetery. The gate needs to be fixed so it does not swing and damage the stones.

84

85 Public Works is doing maintenance on the buildings at Valley/Sacred Heart. They will be working on
86 improving the grass in that cemetery. There is substantial work needed on the buildings at the West
87 Lebanon Cemetery.

88

89 Column Burials were discussed. It is suggested that column burials should be placed in areas where
90 graves could not normally be placed. The cost is about \$40,000 for 60 spaces, and that can be expanded
91 in the future. The Board would like to determine the revenue that could be generated for these niche
92 burials and then a request can be put in the budget for an upcoming year. State cemeteries are seeing
93 about 65% of their burials going into column burials instead of ground burials. It is a significant trend.
94 Scatter gardens are also a consideration of the Board.

95

96 They discussed offering a seminar on cleaning cemetery stones for interested individuals. There might
97 also be an opportunity for volunteers to work on stones they do not own. The City will have to determine
98 if that is permitted.

99

100 • **Determine Cemetery Maintenance Priorities For 2019**

101

102 School Street has the most visibility. The work will focus on the leaning stones near School Street and
103 some of the stones that are laying down near the middle. Mr. Donison will get an estimate for the repairs
104 in those areas.

105

106 **IV. OTHER BUSINESS**

107 **FUTURE AGENDA ITEMS:**

108

• **Burial Options**

109 Ms. Hauke discussed the research she has been doing about the number of people who are interested in
110 alternative burial options.

111

112 **V. ADJOURNMENT**

113

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

115 ****The MOTION passed unanimously, (4-0).***

116

117 The meeting was adjourned at 6:50 PM.

118

119 *Respectfully Submitted,*

120 *Linda Billings*

121 *Recording Secretary*

