

AGENDA
BOARD OF CEMETERY TRUSTEES
June 11, 2019

AGENDA ITEM 2
APPROVAL OF MINUTES:

JUNE 5, 2019 SPECIAL MEETING

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
SPECIAL MEETING
Wednesday, June 5, 2019
City Hall – West Meeting Room
3:30 p.m.**

MEMBERS PRESENT: Chair Susan Painter, David Muzzy, Fran Hanchet

MEMBERS ABSENT: Caitlyn Hauke, Antonio Palazzo

STAFF PRESENT: James Donison – Public Works Director; Bruce Temple – Public Works Assistant Director

GUESTS: Pat McCarthy-Rickers Funeral Home

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2 **I. CALL TO ORDER**
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4 The meeting was called to order at 3:33 p.m. by Chair Susan Painter.
5

6 **II. DISCUSSION ITEMS**
7

8 Mr. Muzzy and Ms. Hanchett attended a workshop in Plainfield, sponsored by the NH Old Graveyard
9 Association. They cleaned an old Hanchett family stone with D2 cleaner. They learned how to manage
10 stones and found that cleaning stones can be done by volunteers. The D2 product is suggested because it is
11 effective and an environmentally safe product.
12

13 **A. DISCUSSION: DEPARTMENT OF PUBLIC WORKS PLANNED MAINTENANCE**
14 **FOR 2019**
15

16 The Chair said the purpose of this meeting is to determine how the Board intends to use funds before the
17 end of this year. The Board needs to determine how the funds can be used and how those goals align with
18 the maintenance that Public Works has already planned. If there are projects for 2020, the budget process
19 will begin in July and they hope to align the work for this year and the future.
20

21 **B. DISCUSSION: FUNDS AVAILABLE FOR 2019**
22

23 The Chair asked for guidance on what funds are discretionary and what the Board is able to work with for
24 the Board's maintenance goals. Mr. Temple said Public Works intends to spend \$43,500 for cemetery
25 repairs and maintenance. That includes trimming grass, shrubs and trees and any other services that are
26 planned to do with outside contractors. Gravestone repairs would be a contracted service that comes out
27 of the total budget. Water and landfill expenses come out of the budget.
28

29 So far, the department has done some fence repair and sheds are going to be repaired including capital
30 work such as roofs, painting and repairs. If there are other services that are needed, they are usually
31 contracted with an outside contractor.
32

33 Additionally, small tools and equipment are bought out of this fund. There is a line item for heat for one
34 of the buildings. There is \$5,000 in the budget for such things as repairing foundations, grass seed, and
35 top soil.

36 Public Works is looking for guidance on what work the Board would like to do this year. They have
37 several initiatives and if there is budget, public works will manage all the repairs and contracts. They
38 would like to set the priorities between the Board and Public Works.
39

40 There is a process to roll the funds forward to the next year, to encumber funds into 2020, but a contract
41 and purchase order have to be in place. Mr. Temple suggested doing a pilot to repair some grave stones,
42 perhaps 10 stones. The work would be evaluated and then a decision made to move forward or look for
43 another solution. There was \$10,000 in the budget for grave stone repair. It's thought that some stones
44 can be straightened. This would be less costly than repairing broken stones. Some of the stone
45 foundations need repair as well. They are looking for clarification on the ordinance and guidance from
46 the City to do the repairs. It may require a notice in the paper. The School Street cemetery has a need for
47 building repairs, foundations, deteriorated exteriors, and painting.
48

49 It is believed that the budget will cover replacing the fence at two cemeteries. There are some trees that
50 need to be taken down at the West Lebanon Cemetery. The tree cleanup would come out of the City
51 budget.
52

53 They discussed the need to determine the potential long-term projects that might be done in 2020 and
54 over the next several years. The West Lebanon Cemetery could be expanded, and alternative burials
55 might be addressed. The truck and trailer are in good shape so that is not a long-term need. The mowers
56 are in reasonably good condition. There is a proposal to have water fed to the fountain at the Mount
57 Calvary cemetery.
58

59 C. DISCUSSION: MONUMENTATION MAINTENANCE

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61 Ms. Hanchett reminded the members that Steven Christy has pledged money to be used for repairing
62 cemetery stones. This donation can be given to the City as a dedicated fund, with a resolution, and the
63 money is dedicated for the repair of the stones. This would require a City Council motion to accept the
64 fund and another motion at the time of spending the money. They reviewed the budget, anticipated
65 revenue, and the interest from the perpetual fund.
66

67 Public Works will provide a list of the projects they intend to do this year and the potential cost of the
68 projects, to determine how much of the budget is discretionary.
69

70 III. ADJOURNMENT

71
72 ***Dave Muzzy MOVED for adjournment. Seconded by Fran Hanchett.***
73 ****The MOTION passed unanimously, (3-0).***
74

75 The meeting was adjourned at 4:29 PM.
76

77 *Respectfully Submitted,*
78 *Linda Billings*
79 *Recording Secretary*