

FINAL

**BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
20 WEST PARK ST., 3RD FLOOR, ROOM 386
TUESDAY, JANUARY 14, 2020
5:00 PM**

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

MEMBERS ABSENT: None

STAFF PRESENT: Pat McCarthy-Sexton, Paula Maville-Deputy City Manager

GUESTS: Judith Bush-West Lebanon

1. CALL TO ORDER – Chair Susan Painter called the meeting to order at 4:57 PM.

2. APPROVAL OF MINUTES: December 10th, 2019

Mr. David Muzzy MOVED to approve the December 10th, 2019 Minutes as amended below and presented in the January 14th, 2020 agenda packet.

Seconded by Ms. Fran Hanchett.

Amendments:

Next to Staff Present, Change “Paul” to “Paula”

Page 1, Line 23, Change “the early part of 2020” to “March of 2020”

Page 1, Line 35, Change “Care Fund” to “Maintenance and Preservation Fund”

Page 2, Line 7, Change “They” to “The Cemetery Board of Trustees”

Page 2, Line 24, Add in “more” after “improvements with the new fund, as”

Page 2, Line 25, Add in “sufficiently” after “before the funds will be

Page 2, Line 42, Change “Sciences” to “Services”

Page 3, Line 14, add in “future” after “McCarthy is interested in marking all the pins for the”

** The Vote on the MOTION passed (5-0).*

3. ONGOING DISCUSSION ITEMS:

- A. PROPOSED CHANGES TO CHAPTER 46 REGARDING PERPETUAL FUNDS, FEES, ETC.:** The Board of Cemetery Trustees decided to leave the holidays as they are listed in Chapter 46. Mr. McCarthy explained how they come up with the fee for a holiday burial and explained that they were short \$100.00 this year for a burial on Thanksgiving. The City of Lebanon absorbs the additional monies.

Ms. Fran Hanchett asked what happened to Line E under 46-7 Burials. It was explained that Line E is now the Burial Rates fee schedule.

Mr. McCarthy pointed out that under 46-7 Burials, Line H they have added a date as to when bodies must be removed from the City Tomb, which will now be by June 15th and they increased the fee for entombment. This fee has not been increased since the last City increase was done.

Mr. Antonio Palazzo questioned if these same rates applied to the Jewish Cemetery. Mr. McCarthy explained that the burial rights and perpetual care fees will stay the same, but the fee for opening the grave will increase. Mr. Palazzo asked about 46-10, Section A where it reads, "As set forth in RSA 31:19-a. III. Custody and investment of the funds shall rest with the Trustees of the Trust Funds. In accord with RDA 31:19-a, IV, the Trustees are authorized to accept privately-donated amounts to be placed in the fund, provided that, as set forth therein, such privately-donated amounts shall be invested and accounted for separately from, and not comingled with, amounts appropriated to the funds by the City". He would like to know if that is like a current use fund. Deputy City Manager Paula Maville explained that it is not the same thing. This is being written for accounting purposes. Currently the Cemetery ordinance does not allow for private donations, but with the change to this section it will now be able to accept private donations and account for them properly.

Chair Painter wanted to know if the Cemetery Board should add the operating hours to Ordinance 2020-03. Ms. Maville responded that if the hours were put into the ordinance then every time the hours were changed, they would need to change the ordinance. Chair Painter also wanted to confirm that only the burial costs were going up, not the buying of burial rights. Mr. McCarthy confirmed that was correct.

Ms. Hanchett asked about the wording in 46-7, Section A where it reads, "securance of perpetual care, or purchase of any lot(s)". Deputy City Manager suggested adding the wording, "and/or maintenance and preservation" before "purchase of any lot(s)".

Mr. Muzzy MOVED that the Board of Cemetery Trustees recommends that Ordinance 2020-03, as proposed and amended on January 14th, 2020, be presented to the City Council for consideration.

Seconded by Mr. Palazzo.

****The vote on the MOTION passed (5-0).***

Deputy City Manager Maville explained that the ordinance will go in front of the City Council on February 19th, 2020 where they will be asked to accept the ordinance and set a Public Hearing for March 4th, 2020. If all goes well the ordinance will go into effect after March 4th, 2020.

Deputy City Manager Paula Maville left the meeting at 5:30PM.

- B. CEMETERY PROJECT UPDATES:** Mr. McCarthy gave updates on the mower that needs to be fixed. They believe the mower engine is bad and they are going to try to replace it. They also lost one of their cemetery workers that day so they will try to fill that position within the next couple of months. Mr. McCarthy has also been attending spray classes as well as plant and insect classes through the UNH T Squared program.
- I. TREE CUTTING:** Mr. McCarthy is still waiting for the Henderson's to get back to him with their estimate for their tree cutting service. He has contacted Chippers, Davies, Henderson, and Fox, he just needs the last estimate to come in.
 - II. CREMATION COSTS:** Mr. McCarthy will go over the fees with Chair Painter in the future.

III. NEW FEES WITH REGARD TO FINANCIAL EXPECTATIONS: Chair Painter confirmed that the new fees will allow the Cemetery Trustees more access to funds and does not mean that more work will be done at the cemeteries. Mr. McCarthy went over the 2019 budget for the cemeteries and what the numbers would have been if the new fees had been in effect.

C. INFANT GRAVE AREAS: The Cemetery Board discussed what they could do to mark the 3 separate infant grave areas in the Lebanon cemeteries. They talked about putting in a stone in each area to let the public know where the infant cemeteries are. Nothing will be done until next Spring. Mr. McCarthy said that when a final decision is made it will take approximately 6 to 8 weeks to get the sign back. The Board discussed a simple sign to be put up and Mr. McCarthy suggested that granite be used since it has a longer life span than other stones.

4. NEW BUSINESS: None.

5. ADJOURNMENT:

Mr. Muzzy MOVED to adjourn the meeting at 6:02 PM.

Seconded by Ms. Hanchett.

** The Vote on the MOTION passed (5-0).*

The meeting was adjourned at 6:02 PM.

Respectfully submitted,
Barbara R. Higgins
Recording Secretary