

FINAL

**BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
20 WEST PARK ST., 3RD FLOOR, ROOM 386
TUESDAY, MARCH 10, 2020
5:00 PM**

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

MEMBERS ABSENT: None

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

GUESTS: Doug Boisvert, Lorraine Kelly (Ward 1), Sarah Riley (Ward 2), and Judith Bush (Ward 1)

1. **CALL TO ORDER** – Chair Susan Painter called the meeting to order at 5:00 PM.

2. **APPROVAL OF MINUTES: February 11, 2020**

*David Muzzy MOVED to approve the February 11, 2020 Minutes as presented.
Seconded by Antonio Palazzo.*

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

3. **ONGOING DISCUSSION ITEMS:**

A. Cemetery Project Updates

a) Sexton updates

Mr. McCarthy business as usual, getting quotes on repair work to be completed for the cemeteries. The stonework will start around June after the proposal is out and the bid process is completed. The deadline for work this year is November 1.

Ms. Maville suggested that he share the timeline in an email regarding the bid and work process.

b) Infant Grave areas

Mr. Palazzo stated that his sister-in-law does designs that can be used on the stones. The cost is \$2 per letter and she may contribute designs.

Chair Painter brought up listing names for those infants that are identified. Ms. Hanchett noted that the previous discussion involved marking the general dates for the group on a stone for each section.

Mr. McCarthy stated that they would have to get three quotes for the stone if it exceeds a certain amount.

Ms. Maville explained that bidding is an open process. They would need quotes for the stone and then the engraving or for both combined.

Chair Painter suggested setting a date for a site visit to the cemetery, which would be an additional noticed meeting. It was agreed that they would meet at Glenwood Cemetery on March 24 at 5:00 p.m.

Mr. McCarthy stated that the bids would be out for a month.

c) Private Cemeteries on Private Property

Ms. Hanchett reported that State law requires that private cemeteries comply with local zoning. The law also states that if there is no zoning, a burial site can be no closer than 100 feet from the right-of-way of any highway, 100 feet from an existing dwelling, and 50 feet from a source of water. The location or the burial site must be recorded in the deed upon transfer to another person, and a map must be drawn to show the location.

Mr. Muzzy noted that he checked the Jenkins' sites, which are in the deed. Ms. Hanchett noted that Poverty Lane is private, but the status of Hardy Hill isn't known. There may be more that they aren't aware of.

4. NEW BUSINESS:

A. Budget for 2020

Chair Painter commented that it was unclear as to how much money the Board has in a budget for the current year.

Ms. Maville stated that \$20K in the 2020 budget is designated for monument restoration, and there are no other monies. The budget is prepared in June and July, and no other monies were proposed for the budget this year. The work on the infant graves fits in with the approved monumentation. It is important to begin planning for the 2021 budget now by documenting maintenance needs and developing a 3-5 year plan. That would provide input for prioritizing the work and building a budget. If money isn't spent in the budget year, a PO must be issued to carry it forward. Chair Painter suggested the members should determine what the infant areas will cost and then go forward.

B. Columbarium

Ms. Maville stated that pricing and the location are needed as steps toward the 2021 budget. Pricing is needed by the end of May. There are also projects that may fall under capital improvements (CIP), which currently covers 2021-2026. It can be discussed with Jim Donison, and it is up to the City Council as to what to allocate. It is important to get projects into the pipeline with the details, rationale, and cost.

Ms. Maville noted that a columbarium is an asset with a cost, but by such and such a year people will have purchased spaces. It would be paid for by a certain year. There are many sides to be looked at, such as not needing additional property by using columbaria.

Mr. McCarthy stated that they were already gathering information.

Ms. Maville described the overall process and form for submitting a CIP.

Chair Painter noted that the Cemetery Conference is April 1.

C. Green Burials

a) Green Burials Review

Ms. Hauck prepared "Green Burial Notes and Considerations for the City of Lebanon". She took the members through the information and the suggested questions that need to be answered.

Ms. Maville suggested that the members decide who can best answer the questions.

The Board members went through the questions and assigned them to Mr. McCarthy, a Board member, or as needing outside input.

b) Challenges and Questions

Ms. Maville noted that the Board needs to allow time to invite people from outside for input. They may also need to add questions. It can be looked at as a three-month plan to be completed by September.

Ms. Maville left the meeting at 6:30 p.m.

Mr. Muzzy suggested that Patrick Healy of Green Mountain Cemetery in Montpelier, VT is willing to attend a meeting.

Ms. Hanchett stated that Mary Davis has worked in green burial cemeteries.

Ms. Raney Kelly expressed an interested in being involved in the discussions.

Mr. Boisvert inquired about whether the public is in favor of green burial. He noted that he has seen sunken graves and suggested that it would be important to check with the public. Mr. McCarthy noted that it would be important to determine the demand for green burial. Chair Painter observed that it is important to investigate the subject.

Ms. Hauck stated that the City Council has brought up the topic of green burials and wants information.

Ms. Hanchett stated that this form of burial would be for residents only. It would be important to address the bylaws.

Ms. Hauck reported that other cemeteries bury between the regular graves and visited such a cemetery that was quite beautiful.

D. Inventory of Cemeteries

Chair Painter reported that the bylaws state that an inventory is required.

Ms. Hanchett stated that the City Council wants a detailed list of all the sections and stones in the cemeteries.

Mr. McCarthy suggested dividing up the sections among the Board members. He offered to go over the maps with the members.

Ms. Hanchett stated that she inventoried School Street Cemetery, but the City Council wants more detail and pictures.

Mr. McCarthy reported that they are moving toward a digital system online where people can search for specific graves.

The Board members and Mr. McCarthy discussed the process for an inventory. Chair Painter noted that City equipment should be used. It is best to focus on one cemetery at a time. Mr. McCarthy suggested starting with Valley or West Lebanon Cemetery. There are detailed maps available. The inventory is required in the bylaws.

Mr. Muzzy inquired about the purpose of the inventory. Mr. McCarthy stated that it was a way to track the condition of each cemetery and the maintenance over time.

5. OTHER BUSINESS: None

6. ADJOURNMENT:

David Muzzy MOVED to adjourn the meeting.

Seconded by Antonio Palazzo.

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

The meeting was adjourned at 7:00 PM.

Respectfully submitted,

Holly E. Howes
Recording Secretary