

FINAL

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Tuesday, September 10, 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: James Donison – Public Works Director, Pat McCarthy - Sexton

GUESTS: Lorraine Keley-West Lebanon, Judith Bush-West Lebanon

I. CALL TO ORDER

The meeting was called to order at 5:00 PM by Chair Susan Painter.

II. APPROVAL OF MINUTES

A. JULY 9, 2019

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

Amendments: Accept the track changes that appear in the document.

**The MOTION was approved (5-0).*

III. ON GOING DISCUSSION ITEMS

The Chair welcomed the Board and reminded the members that they have been functioning as a Board for a year. She would like to set some high-level goals for the Board now that it has been active for a year. Chair Painter said the on-going discussion items are going to be a part of upcoming meetings and may not be discussed in depth at each meeting.

A. Cemetery Care Fund/Changes to Chapter 46

Pat McCarthy read an email from Legal Counsel regarding the steps that need to be followed to change the current perpetual care agreement and the processes associated with making the change. Legal Counsel said language adjustments would be made to Chapter 46.10 Mr. McCarthy has some additional recommended changes to the Chapter and suggested that all the changes should be done at the same time if possible. The request to establish a Cemetery Care Fund would have to go before the City Council. The proposal would have a hearing and a public hearing. It may take a few months to move this forward.

B. Green Burials

Chair Painter asked which cemeteries have available grave sites and where grave sites can still be purchased in Lebanon. Glenwood is one of the most popular cemeteries. Mr. McCarthy believes there is additional space that can be used in Glenwood, but it needs to be scanned, for about \$2000, to determine if the space is usable. The West Lebanon Cemetery has some space for more graves, in the high grass areas. Mr. Palazzo suggested turning a City owned piece of property on Route 4 into a cemetery for

green burials. All these areas would have to be cleared and plotted. Each area would have to be surveyed and approved. There are about 300 grave lots available in the Lebanon area. The Glenwood expansion that Mr. McCarthy is suggesting would add another 100 graves to Glenwood. The proposal is for standard graves rather than green burials. Last year there were 27 full burials and 41 cremations in the Lebanon area.

The Board discussed the options for establishing specific areas for green burials. The grassy area of the West Lebanon Cemetery may be an ideal place for green burials or a columbarium. The Board will seek additional expertise from people experienced with green burials and columbarium burials. Mr. McCarthy will get additional information about the revisions that would need to be made to Chapter 46 to allow green burials.

Ms. Hauke will make arrangements for a presenter to discuss green burials for either the October or the November meeting. Chair Painter would like to keep the Board moving on green burials.

C. Cemetery Project Updates

Mr. McCarthy reviewed the list of projects the Board requested of DPW and which projects have been completed. The work included painting several buildings, repairing roofs and straightening granite posts at the West Lebanon Cemetery. Fencing has been repaired in several cemeteries. Soil samples and reports have been done in a few active cemeteries where the soil looked in poor condition. DPW is considering using landfill compost. The Landfill compost needs to be certified by the State that it is free of contaminants before it can be used. There are holes that have sunk in the cemeteries and it would be helpful if the compost could be used to fill some of the holes rather than purchasing soil by the truckload for low spots and for burials.

The brush lines have been cut back in some cemeteries. Glenwood road has been hard packed leading to the fountain. Cornerstone was awarded the contract for grave stone and monument repairs at School Street Cemetery. The contractors offered to do additional work for the same price. They will repair the broken stones first and return to straighten the monuments. DPW staff will observe the straightening process and hope to be able to do some of the straightening work in the future. The legal notice regarding repairing the stones and monuments was posted and there was no response from the Public, so they will move forward with all the identified graves.

With Fall coming and the work load for DPW in the Fall, some of the new projects will be put on hold. Mascoma and Cole Cemetery fences will be postponed until later this year or Spring 2020. They will continue to do as much work as possible during the Winter, such as making new final cemetery signs. The Board will continue to develop a list of future projects for DPW.

D. Budget and Perpetual Funds

Mr. McCarthy made suggestions for spending the remaining \$10,000 in this year's budget. He suggested doing some tree removal, buying a tent to rent during burials, obtaining the equipment and establishing a fee for the lowering equipment at the graves.

IV. NEW BUSINESS

A. Cemetery Workshops in Windsor

There are meetings this coming week in Windsor. Mr. McCarthy and some Board members will attend the upcoming meetings.

There are meetings that will be held in Manchester and the Board members were invited to attend. Mr. McCarthy will be attending the meeting in Manchester and offered transportation to the Board.

V. ADJOURNMENT

Dave Muzzy MOVED for adjournment.

Seconded by Ms. Hauke.

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

The meeting was adjourned at 6:50 PM.

*Respectfully Submitted,
Linda Billings
Recording Secretary*