



**LEBANON BOARD OF CEMETERY TRUSTEES
JANUARY 11, 2022 - 5:00 PM
CITY HALL MEETING ROOM 2 OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. November 9, 2021
 - 3. Cemetery Sexton Report**
 - 4. Old Business**
 - A. Fencing at Valley Cemetery
 - 5. New Business**
 - A. Assessments
 - B. Right to Know
 - C. Board of Cemetery Trustees "ATTENDANCE" Definition for Bylaws
 - 6. Future Agenda Items**
 - 7. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

AGENDA
BOARD OF CEMETERY TRUSTEES
JANUARY 11, 2022 - 5:00 PM

AGENDA ITEM 2
APPROVAL OF MINUTES:

November 9, 2021

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
CITY HALL MEETING ROOM 1 or
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
MINUTES
TUESDAY, November 9, 2021
5:00 PM**

MEMBERS PRESENT: Vice Chair Antonio Palazzo, Caitlyn Hauke, David Muzzy, Susan Painter. Chair Fran Hanchett attended remotely.

MEMBERS ABSENT: None

STAFF PRESENT: Patrick McCarthy – Cemetery Sexton

GUESTS: Doug Boisvert, Billy Saine, Judith Bush, Rainie Kelly

I. CALL TO ORDER

The meeting was called to order at 5:00 PM by Vice Chair Antonio Palazzo.

II. APPROVAL OF MINUTES

A. October 12, 2021

*Ms. Painter MOVED to approve the October 12, 2021 Minutes as presented with amendments.
Seconded by Mr. Muzzy.*

Amendments: Minor typographic and spelling corrections.

*Ms. Painter, Ms. Hauke, Mr. Muzzy, Vice Chair Antonio Palazzo and Chair Hanchett all voting Yea.
None voted Nay.*

**The Vote on the Motion was unanimously approved (5-0).*

III. CEMETERY SEXTON REPORT

A. Monthly Report

In October there was one full burial on a weekday, and 10 cremations with 7 on weekdays and 3 on weekends. The crew continue to do minimal work of picking up leaves. They continue with work with the Recreation Department and the fountains are being covered up.

Stone repairs in School Street Cemetery are finished for the year. Sixty were repaired and cleaned. The Cemetery Maintenance Building is nearly complete except for the solar panels; and the installation of the septic system.

Two full-time workers are moving to road maintenance for the winter season. There is one full time person besides the Sexton that will continue with cemetery work, but they will assist with some road work. They will begin tearing down and repairing the machinery for next year.

Mr. McCarthy suggested making some additions to the bylaws regarding attendance. He provided some language for the Board to review. The Board will be provided with a wording that captures their

intentions regarding attendance. It will be voted on at the next meeting. The amendment needs to be read two times before it is submitted, according to the bylaws.

IV. OLD BUSINESS

A. Fencing at Valley Cemetery

Mr. McCarthy reviewed the original quote of \$15,250 for a galvanized chain link fence that would attach to the fence along the interstate and along the cemetery. JC Builders provided a bid for the split rail fence. They quoted \$17,500 for the 4-foot fence and \$19,500 for a 5-foot fence. It would include a piece of chain link fence to connect to Renniham meadows, as recommended by the fence builder. City Manager Mulholland said it might be an option to not do a fence at all, just put in plantings and vegetation that would conceal the pathway and hopefully stop the use of the trail. Members continue to see that bikers and pedestrians continue to use the pathway.

A group of people met at the Greenway and cemetery to look at a solution to the pathway that has been created by pedestrians and bikers. Members of the Board of Trustees were not informed or invited to the meeting and did not understand why the Board was excluded as a stake holder in the discussion and the meeting. It makes it difficult for the members to base any decisions on the reported recommendations that came from that group. It is also possible that the City is encroaching on the State land, which was debated but left unresolved. It is important to provide a right of way to the State within 90 feet of the center of the rail trail.

Previously the majority of the Board determined that the fence would be more appropriate at the Greenway, a minority thought the fence should be up by the cemetery. If it is a cemetery problem, the fence could be installed at the top of the cemetery to detour people from trying to get down to the rail trail. It was noted that the majority of the traffic is coming up from the Greenway, up through the cemetery, to get to the Boston Lot.

Chair Hanchett MOVED to go ahead with the chain link fence.

It would be installed connecting to the fence along the interstate, along the Greenway, and up the hill along the West Side of the cemetery, and then connecting to the Renihan Meadows fence.

Seconded by Mr. Muzzy.

Mr. Muzzy rescinded his second on the Motion.

Chair Hatchett's motion was rescinded because it did not receive a second.

Mr. McCarthy does not know if there is an increase in the price of the chain link fence from the original quote. There is around \$2250 discrepancy in the cost between the two fences. That is a small price to pay for something more esthetically pleasing.

Ms. Hauke MOVED to approve option 1 of the JC Builders estimate.

Seconded by Mr. Muzzy.

The fence would match the existing fence that is along the Greenway and would be 4-foot high.

****The Vote on the Motion was unanimously approved (4-0).***

Ms. Painter voted Nay.

V. NEW BUSINESS

A. Assessments

1 One member's assessments are still not available and therefore the analysis is not ready to report. The
2 Chair has determined that the Sexton will compile the information. The last member whose information
3 is not yet available said the compilation should move forward without including the delayed additional
4 assessment.

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6 **B. Election of Officers**

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8 **Ms. Hauke nominated Tony Palazzo for Chair.**

9 ***Mr. Palazzo was unanimously approved (5-0) as Chair Board of Cemetery Trustees.***

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11 **Chair Hanchett was nominated for Vice Chair.**

12 **Ms. Hauke was nominated for Vice Chair.**

13 ***Ms. Hauke was unanimously approved (5-0) as Vice Chair Board of Cemetery Trustees.***

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15 **VI. FUTURE AGENDA ITEMS**

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17 New items should be sent to Mr. Palazzo

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19 **VII. ADJOURNMENT**

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21 ***Mr. Muzzy MOVED to adjourn the meeting.***

22 ***Seconded by Ms. Hauke.***

23 ****The Vote on the Motion was unanimously approved (5-0).***

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25 The meeting was adjourned at 6:27 PM.

26
27 Respectfully Submitted,

28 Linda Billings

29 Recording Secretary

AGENDA
BOARD OF CEMETERY TRUSTEES
JANUARY 11, 2022 - 5:00 PM

AGENDA ITEM 5
NEW BUSINESS:

C. BOARD OF CEMETERY TRUSTEES “ATTENDANCE” DEFINITION FOR BYLAWS

Lebanon Board of Cemetery Trustees

The following definition is recommended to be added to the bylaws for the Board of Cemetery Trustees.

Attendance. Prior to each meeting, unless prevented by emergency, a Trustee shall notify either the Chair, Vice Chair or City Sexton if he or she will be unable to attend a meeting.

Action

If the Boards chooses to move forward with the definition of attendance to their bylaws, the following motion is offered for consideration.

MOVED, that the board of cemetery trustees recommends to council that the addition of "Attendance" be added to the Board of Cemetery Trustee's bylaws effective immediately upon passage.