



**LEBANON BOARD OF CEMETERY TRUSTEES
MARCH 8, 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. February 8, 2022
 - 3. Cemetery Sexton Report**
 - 4. Old Business**
 - A. Board of Cemetery Trustees "ATTENDANCE" Definition for Bylaws
 - 5. New Business**
 - A. 2022 Cemetery Assessments
 - B. Planned Maintenance for 2022
 - C. Research on Unused Lots and Future Options of Them
 - 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
MARCH 8, 2022

AGENDA ITEM 2
APPROVAL OF MINUTES:

February 8, 2022

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
CITY HALL MEETING ROOM 1 or
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
TUESDAY, February 8, 2022
5:00 PM**

MEMBERS PRESENT: Chair Antonio Palazzo, Vice Chair Caitlyn Hauke, David Muzzy, Susan Painter, and Fran Hanchett-remote.

MEMBERS ABSENT: None

STAFF PRESENT: Patrick McCarthy – Cemetery Sexton; Shaun Mulholland – City Manager; Paula Maville – Deputy City Manager

GUESTS: Sarah Riley, Rainie Kelly

I. CALL TO ORDER

The meeting was called to order at 5:03 PM by Chair Antonio Palazzo.

Chair Palazzo reviewed the Right to Know process. The public will be invited to speak at the time motions are made.

Ms. Hanchett was participating remotely due to health reasons and was given voting privileges.

II. APPROVAL OF MINUTES

A. November 9, 2021

*Vice Chair Hauke MOVED to approve the November 9, 2021 Minutes as presented.
Seconded by Mr. Muzzy.*

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

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

Ms. Hanchett rejoined the meeting after having technical difficulties.

III. CEMETERY SEXTON REPORT

A. Monthly Report

It has been a couple of months since the last meeting. The Highway Department is short staffed, so they have been assisting with that work. They are tearing down the equipment to maintain it, as they usually do during the winter months. The septic system was installed at the new Valley maintenance building, so the building is now complete. There have been several burials over the last few months.

The Chair mentioned that he sent an email to the City Manager regarding how the City interacts with the Board of Trustees. The City Manager said the City Council created the Board of Trustees and he is following the guidelines that were established by the Council. He believes that the recommendations

1 from the Board of Trustees were presented to the Council. If not, there was an error. There was concern
2 that communications regarding fence matters were not addressed in a timely way. The Sexton agreed to
3 provide information when he becomes aware of matters that impact the Board of Trustees.
4

5 **IV. OLD BUSINESS**

6 **A. Natural Burials**

7
8
9 When the revisions to the ordinances came before the Council in December, Ms. Maville presented the
10 written ordinance documents along with the Board's recommendations. Ms. Maville explained the
11 changes that are currently in the new ordinance. The residential restrictions language was modified. It
12 was addressed by establishing new residential and nonresidential rates for every plot in every cemetery.
13 The definition of a resident and proof of residency was also established. Any grave plot that is not
14 accessible by equipment will need to be hand dug and the City will not hand dig any graves. The depth of
15 the natural graves was changed from five feet to four feet. Ms. Maville also reviewed the new burial rates
16 that are now in the ordinance. Basically, each fee was raised by \$50. Non-resident fees are double
17 resident fees.
18

19 The Board discussed the language within the sections of the ordinance.
20

21 *Vice Chair Hauke Moved to approve the revisions as presented, with the exception of the fees section.*
22 *Seconded by Mr. Muzzy.*
23

24 Chair Palazzo opened the discussion to the public.
25

26 Ms. Kelly asked for clarification of the language regarding digging and closing graves. It was clarified
27 that hand digging will not be necessary if the plot was purchased at the time of death, as there would not
28 be a need to cross over another grave. She also asked about the purchase of graves. The cost of the plot
29 is determined by the place of residence at the time of purchase, not where the person is living at the time
30 of death. Heirs can also inherit a lot even if they are not residents.
31

32 Hearing no further comment from the public the Board moved forward.
33

34 *Ms. Painter, Vice Chair Hauke, Mr. Muzzy, Ms. Hanchett and Chair Antonio Palazzo all voted yea.*
35 *None voted Nay.*

36 **The Vote on the Motion was unanimously approved (5-0).*
37

38 The Board discussed how the new fees related to burials were determined. They anticipate in years to
39 come adjustments to the fees will continue to move closer to the charges in neighboring communities.
40

41 *Vice Chair Hauke MOVED to accept the fees.*
42 *Seconded by Mr. Muzzy.*
43

44 Chair Palazzo opened the discussion to the public. No one spoke.
45

46 *Ms. Painter, Vice Chair Hauke, Mr. Muzzy, Ms. Hanchett and Chair Antonio Palazzo all voted yea.*
47 *None voted Nay.*

48 **The Vote on the Motion was unanimously approved (5-0).*
49

50 **B. Fencing at Valley Cemetery**

51
52 The fence was approved and voted on at Board's last meeting. However, the construction of a fence will
53 not be allowed by the City Manager on the State property until they try using vegetation and green plants

1 to stop the use of the trail that was eroding the hill and leading to trespass in the cemetery. The Board can
2 install a fence on cemetery property.

3
4 Ms. Painter asked about the vegetation and how it will be chosen and planted. The plantings will be done
5 with City's resources and will not be part of the Cemetery Budget. The intent is to choose plants that will
6 attractively camouflage the area and end the nuisance of the beaten path. They will choose plants that
7 will be natural to that area. The City Manager intends to involve the USDA or the Extension Department
8 at the University or the Conservation Commission as a resource. A sign close to the cemetery property
9 could also be posted to inform people to not use the cemetery as a pathway. It is understood that the
10 Board does not have the jurisdiction to vote to install a fence on State Property.

11
12 ***Vice Chair Hauke MOVED to plant vegetation in lieu of a fence for a trial period to see if that curbs***
13 ***the activity on the top side of the trail and stops the trespass in the cemetery.***
14 ***Seconded by Mr. Muzzy.***

15
16 Chair Palazzo opened the discussion to the public.

17
18 Sarah Riley pointed out there are invasive species in the vicinity of the path and to keep that in mind as
19 the vegetation is chosen and planted. The invasive plants will be pulled in the Spring and they want to
20 prevent further spread of the invasive plants.

21
22 ***Ms. Painter, Vice Chair Hauke, Mr. Muzzy, Ms. Hanchett and Chair Antonio Palazzo all voted yea.***
23 ***None voted Nay.***
24 ****The Vote on the Motion was unanimously approved (5-0).***

25
26 **V. NEW BUSINESS**

27
28 **A. Right to Know**

29
30 This was announced at the beginning of the meeting and there was no further review.

31
32 **B. Board of Cemetery Trustees "ATTENDANCE" Definition for Bylaws**

33
34 The Board reviewed the language that will address attendance in the bylaws. This is the first of two
35 readings.

36
37 It reads: Attendance, Prior to each meeting, unless prevented by emergency, the Trustee shall notify the
38 Chair, the Vice Chair or City Sexton, if he or she will be unable to attend the meeting.

39
40 ***Vice Chair Hauke MOVED, that the Board of Cemetery Trustees recommends the addition of***
41 ***"Attendance" be added to the Board of Cemetery Trustee's bylaws following the second reading of the***
42 ***definition which will be added to and read at the March 8th, 2022 Board of Cemetery Trustee's***
43 ***meeting.***
44 ***Seconded by Mr. Muzzy.***

45
46 Chair Palazzo opened the discussion to the public and heard no comments.

47
48 ***Ms. Painter, Vice Chair Hauke, Mr. Muzzy, Ms. Hanchett and Chair Antonio Palazzo all voted yea.***
49 ***None voted Nay.***
50 ****The Vote on the Motion was unanimously approved (5-0).***

51
52 **C. Assessments Right to Know**

1 No discussion at this time.

2
3 **VI. FUTURE AGENDA ITEMS**

4
5 Ms. Painter asked about the status of the baby graves. The stones will be installed in the Spring and the
6 exact location will be reviewed at that time.

7
8 **VII. ADJOURNMENT**

9
10 *Mr. Muzzy MOVED to adjourn the meeting.*

11 *Seconded by Ms. Painter.*

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

13
14 The meeting was adjourned at 6:34 PM.

15
16 Respectfully Submitted,

17 Linda Billings

18 Recording Secretary