



**LEBANON BOARD OF CEMETERY TRUSTEES
JUNE 14, 2022 - 5:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. May 10, 2022
 - 3. Cemetery Sexton Report**
 - 4. Old Business**
 - A. Research on Unused Lots & Future Options for Them
 - B. Discussion on Recommendations from Lebanon Conservation Commission and NH Cooperative Extension
 - C. Signs along Glenwood Cemetery and Mascoma Greenway
 - 5. New Business**
 - 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
JUNE 14, 2022

AGENDA ITEM 2
APPROVAL OF MINUTES:

MAY 10, 2022

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
CITY HALL MEETING ROOM 1 or
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
TUESDAY, May 10, 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;

GUESTS: Judith Bush

I. CALL TO ORDER

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

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

II. APPROVAL OF MINUTES

A. February 8, 2022

*Mr. Muzzy MOVED to approve the February 8, 2022 Minutes as presented with amendments.
Seconded by Vice Chair Hauke.*

Amendment: Page 1, Line 1; Add; ‘the’ last meeting.

*Fran Hanchett, 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 (5-0).*

III. CEMETERY SEXTON REPORT

A. Monthly Report

Sexton McCarthy reported on the number of burials and cremations in March. All were done on weekdays. Staff started trimming branches in March. April there were additional burials and cremations, but those numbers are not available at this time.

Currently there are two full time employees plus the sexton and another full-time employee has been hired. They will be fully staffed with regular employees but have not filled any seasonal positions at this time. They are down 6 part time people. This will limit the weed whacking that can be done at the cemeteries. If staffing improves the upkeep will be up to par.

School Street Cemetery in March had a large tree that came down. It was \$4600 to remove and that was not in the budget. There is another tree that looks like it may need to come down. They are looking for a

1 daily rate from contractors to take down some of the hazardous trees. And the City is going to review
2 trees to see what has become hazard.

3
4 In Glenwood Cemetery someone drove to avoid the chains across the road and hit the stone with the
5 vehicle and went around the gate. The stone was on a Civil War Veteran. The stone was reset today and
6 has only minimal chips on the stone.

7
8 The old maps have been combined into a more detailed topographic maps so they can start plotting. Mr.
9 McCarthy showed the sections that were designated for natural burials at West Lebanon Cemetery. He
10 reviewed how and why the sub-sections would be opened up for sale. He explained how accessibility was
11 improved adding more walkways in addition to the roadways around the sections, even though this took
12 space away from burial plots.

13
14 There are three volunteers to do stone cleaning this year. Last year's volunteer will help train the new
15 volunteers and the products have been ordered. The stones look vastly improved after the cleaning. The
16 moss can be cleaned off the stones with water and a plastic scraper. The three volunteers will be
17 attending the gravestone cleaning seminar at Dartmouth College.

18
19 Judith Bush spoke. She asked the Sexton to give more details about the monthly burials regarding natural
20 burials and the use of the columbaria for cremation burials.

21 22 **IV. OLD BUSINESS**

23 24 **A. Board of Cemetery Trustees "ATTENDANCE" Definition for Bylaws**

25
26 The Board reviewed the language that would address attendance in the bylaws. This is the second of two
27 readings.

28
29 It reads: Attendance, Prior to each meeting, unless prevented by emergency, the Trustee shall notify the
30 Chair, the Vice Chair or City Sexton, if he or she will be unable to attend the meeting.

31
32 It will take effect at the next meeting.

33 34 **V. NEW BUSINESS**

35 36 **A. 2022 Assessments**

37
38 Last year's assessments have not been reviewed. There are some things to report regarding buildings,
39 etc., but do not change that much from year to year. Mr. Muzzy said he has been noting to the Sexton any
40 stones that have become damaged or tipped over. They discussed asking each member to assess the
41 cemeteries using their 2021 assessment, review what is relevant, remove things that have been addressed,
42 and add anything that is new that needs to be reported. Just making updates may be easier than
43 completing a whole new assessment. Members will start the assessments in the next month and the
44 information will be sent to the Chair this month. The Chair will summarize. This way the information
45 will be gathered prior to the budget timeline.

46 47 **B. Planned Maintenance for 2022**

48
49 There is \$25,000 budgeted for standing up and repairing the stones at School Street Cemetery. This
50 should wrap up all the work that can be done in that Cemetery. It will go out for bid soon and will need
51 to be completed by Fall. The School Street white picket fence needs to be replaced. This would need to

1 be budgeted in a future year; there is not enough funds for it this year. A more historical looking fence
2 may be more desirable than the white picket fence.

3 4 **C. Research of Unused Lots and Future Options for them**

5
6 Glenwood has more lots and graves that are unused and there are some in other cemeteries. The City can
7 do some family research and ground research to see if there are areas that can be used for plantings and
8 beautification of the cemetery. The intent is not to sell the lots again.

9 10 **D. Discussion of Recommendations from Lebanon Conservation Commission and the New** 11 **Hampshire Cooperative Extension**

12
13 There is a need to find plants to stop the traffic on the rouge pathway. Sarah Riley, Conservation
14 Commission, has given an opinion. The members would like to still reach out to the Cooperative
15 Extension to see if they will come and make some recommendations for planting.

16
17 Sarah Riley recommended a native shrub, already present in the area, for planting on the lower end of the
18 rogue trail. This species, Swida sericea, commonly known as red-osier dogwood, spreads by root suckers
19 and is a valuable wildlife plant. It has attractive berries, flowers, and red twigs, and should be readily
20 available for purchase at local nurseries. <https://gobotany.nativeplanttrust.org/species/swida/sericea/>

21
22 She also recommended that a native conifer be planted at the top of the trail just inside the cemetery (near
23 the southern corner of the fence currently separating the cemetery from the DOT land). Recommended
24 species include Juniperus virginiana (eastern red cedar) or Thuja occidentalis (northern white-cedar aka
25 arbor vitae) for their screening and wildlife value.
26 <https://gobotany.nativeplanttrust.org/species/juniperus/virginiana/> Thuja occidentalis (northern white-
27 cedar):

28
29 The members discussed adding signs at the bottom and top of the pathway. It could say something to the
30 effect that the path is not a public traffic area, in order to discourage people from continuing to use the
31 rogue pathway. They will work on the wording and get an estimate for the cost per sign.

32 33 **E. Discussion of Alternate Members**

34
35 Recently several meetings have been cancelled for a variety of reasons. It may be appropriate to have
36 alternate members to keep the meetings going if there was no quorum. Only one meeting was cancelled
37 due to the absence of members. They asked if there was a substitute for the Sexton. It may be an option
38 to meet less often, and the Sexton would send a monthly report to the Chair. They can call a special
39 meeting if something important comes up. At this time the Sexton said he is not going to be available in
40 July and September.

41
42 ***Ms. Hanchette MOVED that the Lebanon Board of Cemetery Trustees meet 6:16 meet on a quarterly***
43 ***basis, the second Tuesday of the month, quarterly to be decided, but January, April, July and October***
44 ***would go along with other quarterly meetings. During the duration of the month, in between, the***
45 ***Cemetery Sexton would be requested to provide updates by the second Tuesday of the month to the***
46 ***Chairperson of the Board to be distributed to all Trustees.***
47 ***Seconded by Mr. Muzzy.***

48
49 Ms. Painter said that quarterly is not often enough, perhaps bi-monthly would be more appropriate.
50 Ms. Bush thought the first cut back could be to bi-monthly. However, this does not address the absence
51 of the Sexton. Ms. Hauke suggested it can be kept as a monthly meeting and at each meeting they can
52 discuss if a meeting would be held the next month. This allows accommodation and does not limit the

1 Board when something important is occurring. Also, there is a limitation about emails becoming
2 meetings without notification.

3
4 Ms. Hanchett withdrew her motion as did Mr. Muzzy's second of her motion.

5
6 ***Ms. Painter MOVED that the Cemetery Board of Trustees will start meeting bimonthly starting***
7 ***October, 2022.***

8 ***Seconded by Ms. Hauke.***
9

10 There will not be a meeting in July or September because the Sexton is not available.

11
12 ***Fran Hanchett, Ms. Painter, Vice Chair Hauke, Mr. Muzzy, and Chair Antonio Palazzo all voted yea.***
13 ***None voted Nay.***

14 ****The Vote on the Motion was unanimously approved (5-0).***
15

16 **VI. FUTURE AGENDA ITEMS**
17

18 The Board asked if the City purchase more cemetery property. They purchased a lot next to Valley
19 Cemetery. It is owned by the City, but there is no plan to designate it as a cemetery.

20
21 There will be a follow up on the baby gravestones and a date determined when they will be installed.
22

23 **VII. ADJOURNMENT**
24

25 ***Ms. Hauke MOVED to adjourn the meeting.***

26 ***Seconded by Mr. Muzzy.***

27 ****The Vote on the Motion was unanimously approved (5-0).***
28

29 The meeting was adjourned at 6:36 PM.
30

31 Respectfully Submitted,

32 Linda Billings

33 Recording Secretary