



**LEBANON BOARD OF CEMETERY TRUSTEES  
DECEMBER 13, 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. June 14, 2022
- 3. Cemetery Sexton Report**
- 4. Old Business**
  - A. Baby Section Monumentation
- 5. New Business**
  - A. Tree Work Throughout all Cemeteries
  - B. West Lebanon Cemetery Water Service
  - C. Expansion of Water Service in Glenwood Cemetery to Continue on to Mt. Calvary Cemetery
- 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](https://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  
DECEMBER 13, 2022

AGENDA ITEM 2  
APPROVAL OF MINUTES:

**June 14, 2022**

DRAFT

**CITY OF LEBANON  
BOARD OF CEMETERY TRUSTEES  
CITY HALL MEETING ROOM 1 or  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE  
TUESDAY, June 14, 2022  
5:00 PM**

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

**MEMBERS ABSENT:** Susan Painter

**STAFF PRESENT:** Patrick McCarthy – Cemetery Sexton;

**GUESTS:** Judith Bush

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1  
2 **I. CALL TO ORDER**  
3

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

5  
6 Ms. Hanchett is participating remotely due to health reasons and is given voting privileges.  
7

8 **II. APPROVAL OF MINUTES**  
9

10 **A. May 10, 2022**

11  
12 *Mr. Muzzy MOVED to approve the May 10, 2022 Minutes as presented with amendments.*  
13 *Seconded by Vice Chair Hauke.*

14  
15 Amendments: Minor spelling and grammar corrections.

16  
17 *Fran Hanchett, Vice Chair Hauke, Mr. Muzzy, and Chair Antonio Palazzo all voted yea.*  
18 *None voted Nay.*

19 *\*The Vote on the Motion was unanimously approved (4-0).*  
20

21 **III. CEMETERY SEXTON REPORT**  
22

23 **A. Monthly Report**

24 In April there were 2 grave sales, 1 entombment, 3 full burials on weekdays, 2 cremations on weekends  
25 and 7 cremations on weekdays. In May there were 4 full burials on weekdays, 5 cremations on weekdays  
26 and 7 cremations on weekends and 2 grave sales.

27 The cemeteries had weed whacking to prepare for Memorial Day. It will be done again for the Fourth of  
28 July and Labor Day, only for holidays this year due to short staffing. Staff also helped with plantings for  
29 the City.  
30

31 Tree evaluation will be revisited with Fox Tree to see if trees have changed and if tree removal needs to  
32 be added to the budget. There have been a couple of trees in School Street Cemetery that may need to  
33 come down. The ground has to be frozen to bring in the equipment so it will happen later in the year.  
34

35 The public has been commenting that the cemeteries look very nice this year. Kudos to Mr. McCarthy  
36 and his staff. Staff will continue to do some minor stone repair work.

1  
2 The baby markers are not complete, and the contractor is still processing orders from last Spring. They  
3 will supposedly be finished around September.  
4

5 **IV. OLD BUSINESS**

6  
7 **A. Research on Unused Lots & Future Options for Them**  
8

9 There is a substantial number of worker hours to arrive at this inventory and it will be sometime before  
10 that information is available. Mr. McCarthy said the City would like to think about options to put  
11 plantings in areas that may already be sold but are not being used. They are considering taking back sites  
12 that have not been used in 100 years that are suitable for plantings. Plantings are not in the current budget  
13 but could be in the future once they have recommendations.  
14

15 **B. Discussion on Recommendations from Lebanon Conservation Commission and NH**  
16 **Cooperative Extension**  
17

18 Plantings that are managed by the Board of Trustees can only be at the top of the hill where it is cemetery  
19 property. At the request of the City Manager, Mr. McCarthy is working on what plantings will be put at  
20 the bottom of the rogue, because that area is managed by the City. The members discussed the  
21 recommendations made last month by Sarah Riley.  
22

23 **C. Signs along Glenwood Cemetery and Mascoma Greenway**  
24

25 The Trustees cannot place signs at the bottom of the hill because it is not cemetery property. There are  
26 some signs already at the cemetery, about 2 foot by 3 foot and they cost about \$50.00. The location of the  
27 signs was discussed, and it was thought that placing one sign at the top of the pathway was reasonable.  
28 They want to eliminate graffiti opportunities. They discussed what should be written on the signs. "Not  
29 an entrance to the Greenway, please seek alternate route" was recommended by Mr. McCarthy. Members  
30 were asked to give this further thought. This will be discussed at the next meeting.  
31

32 **V. NEW BUSINESS**  
33

34 Mr. Muzzy asked about using inmates to help take care of the grounds. Some cemeteries in Vermont did  
35 use inmates in some areas. Florida uses them. The City Manager is checking on the options to use  
36 inmates and getting more clarification. At this time, a City employee is responsible to manage the  
37 inmates and that is not ideal at this time.  
38

39 Ms. Hanchett said people are asking how to find old graves, where the sections are located in each of the  
40 cemeteries, and where each of the cemeteries is located. Glenwood and Mt. Calvary are two cemeteries  
41 that are confusing to members of the public. Signs marking the two different cemeteries would be  
42 helpful. It is possible to make new signs for all the cemeteries and make them all alike, perhaps wooden  
43 signs. Maps marking sections would be helpful and putting those maps on the City website would be  
44 helpful. The City is planning to do so, but it is in the long-range future. These signs will be discussed at  
45 the next meeting.  
46

47 **VI. FUTURE AGENDA ITEMS**  
48

49 Signs for the cemeteries and signs for the rogue trail.  
50

51 The Logan family is interested and willing to put up a landmark distinguishing the Logan fountain in the  
52 Glenwood Cemetery.  
53

1 **VII. ADJOURNMENT**

2

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

4 *Seconded by Ms. Hauke.*

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

6

7 The meeting was adjourned at 6:35 PM.

8

9 Respectfully Submitted,

10 Linda Billings

11 Recording Secretary