



**LEBANON BOARD OF CEMETERY TRUSTEES  
FEBRUARY 13, 2024 - 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. April 11, 2023
- 3. Cemetery Sexton Report**
- 4. Old Business**
- 5. New Business**
  - A. Discuss 2024 projects and priorities
  - B. Board meeting plan for 2024
- 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  
February 13, 2024

AGENDA ITEM 2  
APPROVAL OF MINUTES:

**April 11, 2023**

DRAFT

**CITY OF LEBANON  
BOARD OF CEMETERY TRUSTEES  
CITY HALL MEETING ROOM 2 or  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE  
TUESDAY, April 11, 2023  
5:00 PM**

**MEMBERS PRESENT:** Chair Antonio Palazzo, Vice Chair Caitlyn Hauke, David Muzzy, Bruce Hartford, Fran Hanchett joined remotely at 5:40

**MEMBERS ABSENT:**

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

**GUESTS:** Damian Hetzel, Doug Boisvert, Kathleen Corrigan, Susan Johnson, Lorraine Kelly, Andrew Garthwaite, Judith Bush, Charles Depuy

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**I. CALL TO ORDER**

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

**PUBLIC COMMENT**

Lorraine Kelly spoke. The council approved green burials and a number of people have been working on providing information about information about natural burials. A brochure was made and distributed that helps families understand what it takes to have a natural burial. The guests spoke of some of the more recent natural burials that have taken place in local cemeteries. They asked about obtaining a map showing the designated areas that are for green burials.

An advisory group, the Tree Committee came before the Members. The committee has some questions and would like to understand what the needs are for the Cemetery Board to help manage the trees in the cemeteries. It was asked how the City makes decisions about tree removal. The committee will come back to the next Board meeting as an agenda item. The committee is hoping to help plan the replanting of trees in the cemeteries after trees have been cut down. There was a lot of concern from the Public regarding the trees that had to be removed in the cemeteries.

Decisions about tree removal were made by the City in prior years. The City has been working with arborists to make sure the trees are maintained and so there is less potential damage to grave stones. They are reviewing grave sites that can be reclaimed and will potentially be used for planting in areas where they can be maintained. It was pointed out that trees help keep temperatures down, comparatively. The Tree Committee will forward their questions to Patrick McCarthy.

**II. APPROVAL OF MINUTES**

**A. December 13, 2022**

*Mr. Muzzy MOVED to approve the December 13, 2022, Minutes as presented.  
Seconded by Vice Chair Hauke.*

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

**III. CEMETERY SEXTON REPORT**

1           **A. Monthly Report**  
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3 Spring cleanup has begun. There are only 3 full-time employees and no seasonal help this year. They are  
4 only going to string trim before major holidays. Positions have been posted for seasonal workers, but no  
5 one has applied. In another week there will be a public notification that graves will be cleaned up,  
6 removing dead flowers, wreaths, and items that are damaged. Flags have been ordered for all the  
7 Veterans' graves. They will be posted by volunteers before Memorial Day. Winter graves will be topped  
8 off with compost and topsoil and will be seeded in the spring.  
9

10 Mr. McCarthy accepted a new position with the City. He will work with the Board for the next year as  
11 needed. Another staff person will be assigned as a supervisor for the Cemetery Board.  
12

13           **IV. OLD BUSINESS**  
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15           **A. Baby Section Monument**  
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17 The monuments have been received. Spots are going to be marked out once spring cleanup is done.  
18 There are 3 burial sections and markers are going to be installed to designate where the monuments can  
19 be installed. They will be set 4 feet into the ground. Markers will be placed where it is viable to put up  
20 the new monuments.  
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22           **V. NEW BUSINESS**  
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24           **A. West Lebanon Cemetery Water Service**  
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26 Previously the Board approved a motion to have the utilities department generate a plan to add new water  
27 spickets and pipes in the cemeteries. It is far less costly to use plastic pipes, but it does not allow tracing  
28 where a leak is occurring. The copper pipe allows tracing, but it is more expensive. The plan will include  
29 where spickets can go and the difference in costs between new copper and plastic pipes. There are areas  
30 where they will have to go across pavement. They will try to take measures to minimize damage to the  
31 pavement.  
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33           **B. Expansion of Water Service in Glenwood Cemetery to continue on to Calvary**  
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35 The City is looking at how water pipes can be run to improve and expand the water service. It would  
36 have to run down the roadside, and it would stub out at the side roadways. It may be less costly than the  
37 West Lebanon work but will need some rocks added to the dirt road to improve the water runoff in those  
38 cemeteries. They are hoping to wrap all the water projects into one proposal for a CIP project. The  
39 approval would be determined by the City Manager and the Council. It is bonded money that would be  
40 paid back over 20 years. There would be an RFP for this work.  
41

42           **C. Cemetery Assessments**  
43

44 In the past each member has gone out and reviewed each of the cemeteries. It was asked if much has  
45 changed over the last two years that would make another assessment beneficial. Mr. McCarthy reviewed  
46 the work they have done over the last few years. There is the new building at Valley Cemetery, roads  
47 overlaid and chip sealed at Valley and Sacred Heart, tree removal at School Street and West Lebanon,  
48 and stone repairs at School Street and Mascoma.

49 School Street work on the gravestones will finish this year. Glenwood stonework is next, and there are  
50 some stones down in West Lebanon and Valley. Members will do a quick review of cemetery  
51 observations that may bring attention to some things that need attention. It will be a less in-depth review

1 than the format that was used in the past. It would be good if the reviews can be completed in the next 6  
2 weeks, by May 23, so notes can be consolidated for the agenda and packet for the next meeting.

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4 The School Street fence used to be granite and chain. The new fence has been a problem during the snow  
5 season. There is money to remove that fence and return it to the posts and chain.

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7 **D. Officer Elections**

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9 Antonio Palazzo is stepping down as Chair.

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11 *Chair Palazzo nominated Caitlyn Hauke as Chair.*

12 *Seconded by Mr. Muzzy.*

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

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15 *Chair Palazzo nominated Bruce Hartford as Vice Chair.*

16 *Seconded by Mr. Muzzy.*

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

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19 **VI. FUTURE AGENDA ITEMS**

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21 Tree Advisory Committee

22 Fence at School Street

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24 **VII. ADJOURNMENT**

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

27 *Seconded by Mr. Muzzy.*

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

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30 The meeting was adjourned at 5:55 PM.

31  
32 Respectfully Submitted,

33 Linda Billings

34 Recording Secretary