



LEBANON BOARD OF CEMETERY TRUSTEES
MAY 11, 2021 - 5:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. March 9, 2021
 - 3. Cemetery Sexton Report**
 - 4. Old Business**
 - A. Fencing at Valley Cemetery
 - B. Review of Draft Outline for Proposed Amendments to City Code Chapter 46 to Regulate Natural Burials (With the addition of a second monthly meeting, this item will only be discussed if time permits at the close of "New Business" items)
 - 5. New Business**
 - A. Review Rules of Decorum with City Manager and Mayor
 - B. Infant Grave Monuments
 - C. Annual Assessment of Cemeteries
 - D. Infant Garden Bench Placement
 - E. Columbariums
 - F. Bank Repairs at Valley Cemetery
 - 6. Future Agenda Items**
 - 7. Adjournment**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

AGENDA
BOARD OF CEMETERY TRUSTEES
May 11, 2021

AGENDA ITEM 2
Approval of Minutes:

March 9, 2021

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live
TUESDAY, March 9, 2021
5:00 PM**

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

MEMBERS ABSENT: None

STAFF PRESENT: James Donison – Director Public Works, Paula Maville – Deputy City Manager

GUESTS: Judith Bush, Rainie Kelly and Billy Saine

I. CALL TO ORDER

The meeting was called to order at 5:01 PM by Chair Fran Hanchett.
A Roll Call of Board Members who participated remotely is listed above.

Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.
Chair Hanchett delivered the Right to Know procedures to the Members and the public.

II. APPROVAL OF MINUTES

A. February 9, 2021

*Ms. Painter MOVED to approve the February 9, 2021 Minutes as presented.
Seconded by Mr. Muzzy.*

The Board wanted to discuss some of the information within the February 9, 2021 minutes. It will be discussed during the regular meeting agenda. The use of ‘transit,’ as it relates to burial permits will be reviewed with Mr. McCarthy and will not be changed if the language is correct. There were no required edits after Mr. McCarthy’s review.

Roll Call Vote

Ms. Painter, Ms. Hauke, Vice Chair Palazzo, Mr. Muzzy, 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

Mr. McCarthy had an emergency and is unable to attend the meeting this evening. Because it was unexpected, he did not submit a report for this month. Ms. Maville reported that after researching graves stone rubbings, it was determined that it requires approval by the Mayor or an appointee. The Mayor designated the Sexton as the person who will give approval for grave rubbings. The Board will not be involved in the decision.

1
2 **The Chair changed the order of business on the Agenda. New Business was addressed prior to the**
3 **Old Business this evening.**
4

5 **V. NEW BUSINESS**
6

7 **A. Discussion and Vote on Additional Meetings for Natural Burials**
8

9 It was suggested that additional time is needed for the Board to address natural burials. There is a lot of
10 business that the Board must address in addition to reviewing the natural burials. Ms. Maville suggested
11 adding one extra meeting each month until this work is completed. The topic can also be addressed
12 during regular meetings if time permits. Ms. Hauke suggested bringing in Patrick Healy to bring more
13 understanding about natural burials to the Board. Patrick McCarthy is available to attend a second
14 meeting each month.
15

16 *Mr. Palazzo MOVED to have a second monthly meeting, on the fourth Tuesday of each month, to*
17 *discuss green burials, until this topic is completed and that the Cemetery Sexton needs to be present at*
18 *the meetings.*

19 *Seconded by Mr. Muzzy.*
20

21 Ms. Painter stated she feels it is important to have someone from outside the Board present to help direct
22 the Board before they can go any further. Mr. Palazzo said he would prefer to finish going through the
23 document before bringing in outside information. They have had several guests discussing natural burials
24 and the members do not know what questions the Board would need to ask. Ms. Hauke said she is
25 suggesting bringing in someone with experience, like Mr. Healy, who can answer questions as they go
26 through the document. It is not suggested that Mr. Healy should come to present.
27

28 *Ms. Painter MOVED to amend the motion to getting an expert in prior to approving a second meeting.*
29 *Mr. Muzzy seconded the motion.*
30

31 Mr. Palazzo was not supportive of the amendment. The vote is on the original motion.
32

33 **Roll Call Vote**

34 *Ms. Hauke and Vice Chair Palazzo voted Yea.*

35 *Ms. Painter and Mr. Muzzy voted nay.*

36 *Chair Hanchett abstained.*

37 **The MOTION failed. (2-2-1).*
38

39 *Ms. Painter MOVED to move ahead with the second meeting a month on the condition that an outside*
40 *person is brought to talk to the Board prior to the start of that course of meetings.*

41 *Mr. Muzzy seconded.*
42

43 *Ms. Painter, Ms. Hauke, Vice Chair Palazzo, Mr. Muzzy and Chair Hanchett all voting yea.*

44 *None voted Nay.*

45 **The Vote on the Motion was unanimously approved (5-0).*
46

47 The Board discussed contacting Mr. Healy to see if he can attend the March 23, 2021 meeting. It will be
48 confirmed that Mr. McCarthy can also attend the meeting.
49

1 Judith Bush and Billy Saine asked to speak. Ms. Bush is supportive of bringing in a person with
2 experience in natural burials. She also offered to provide additional information based on research if it is
3 needed. Mr. Saine asked for clarification about the Motion. The Board will meet on 3/23 if Patrick Healy
4 is available to attend the meeting to answer questions. If not, they will be moving the meetings into
5 April. The Board has agreed they will be having a second meeting each month. Rainie Kelly said Mr.
6 Healy is responsible for the Green Mount Cemetery in Mount Pillar, VT and has experience with natural
7 burials. She does not believe he considers himself an expert, but he will have helpful information.
8

9 **B. Fencing at Valley Cemetery**

10
11 James Donison said the Sexton is meeting with contractors to get an estimate for 400 linear feet of
12 fencing to go along the bottom of the hill slope by the rail trail. It will include a double wide gate. The
13 preliminary quote is about \$45 a foot, or about \$18,000.
14

15 **C. Infant Graves**

16
17 Mr. Palazzo reported that the Sexton is going to order posts and he believes the engraving is included in
18 the quote.
19

20 **D. Bench in the Glenwood Baby Garden**

21
22 Mr. Donison said the bench can be anchored to a concrete pad so the bench cannot be stolen. The bench
23 has a 90-year warrantee and it will have a plaque on it. The bench is being donated by the Odd Fellows.
24 It does not come out of the Cemetery Board budget.
25

26 **E. Annual Assessment of the Cemeteries**

27
28 Mr. McCarthy is going to give the Board instructions on how the new software program can be used for
29 the annual assessment. The Board can do their evaluations, but there may be something new or additional
30 that they should be collecting. The Board will wait to begin the work until they discuss it further with
31 Mr. McCarthy.
32

33 **IV. OLD BUSINESS**

34 35 **A. Natural/Green Burials: Review Draft Outline of Proposed Amendments**

36
37 The Board discussed continuing to address the Chapter document or if they should wait until the next
38 meeting that will be held specifically for the review of the Chapter as it relates to natural burials. They
39 reviewed the previous discussion pertaining to the requirements for natural burials involving funeral
40 homes. It impacts other discussions and decisions throughout the document. At this time, the document
41 proposes that a natural burial must involve a funeral director and the Cemetery Sexton. It is still under
42 discussion, based on the discussion at the February 9, 2021 meeting. It may require legal opinion.
43

44 The Board discussed if they want to move forward with this discussion without Mr. McCarthy in
45 attendance. They determined to wait until the Sexton is present.
46
47

48 **VI. FUTURE AGENDA ITEMS - NONE**

49 50 **VII. ADJOURNMENT**

1 ***Mr. Muzzy MOVED to adjourn the meeting as they are not equipped to discuss the Chapter Document***
2 ***without the Cemetery Sexton.***

3 ***Seconded by Mr. Palazzo.***

5 ***Vice Chair Palazzo, Mr. Muzzy, and Chair Hanchett all voting Yea.***

6 ***Ms. Painter and Ms. Hauke voted nay.***

7 ****The Vote on the Motion was approved (3-2).***

9 The meeting was adjourned at 5:51 PM.

11 Respectfully Submitted,

12 Linda Billings

13 Recording Secretary

AGENDA
BOARD OF CEMETERY TRUSTEES
May 11, 2021

AGENDA ITEM 4
OLD BUSINESS:
B: REVIEW OF DRAFT OUTLINE FOR PROPOSED AMENDMENTS TO CITY CODE
CHAPTER 46 TO REGULATE NATURAL BURIALS

OUTLINE FOR NATURAL BURIALS V3 COMBINED COMMENTS

OUTLINE OF DRAFT PROPOSED REGULATIONS FOR NATURAL BURIALS IN THE CITY OF LEBANON

LAST REVISED: *APRIL 29, 2021

(*Removed Comments Previously Submitted by Sue Painter)

1) * * * * *

“Natural” or “Green” burial promotes the natural decomposition of the body with minimal impact to the environment. The deceased are buried without the use of embalming fluids, permanent outside containers, or modern caskets. It is understood that people choose natural burials for a host of different reasons. The City of Lebanon provides an option within its municipal cemeteries for people who desire a more simple, natural, and environmentally sensitive option for disposition of remains. In the spirit of natural burials, gravesites are not to be maintained by the City of Lebanon. (Reviewed and approved by consensus of the board 2/9/2021)

2) * * * * *

Natural burials within municipal cemeteries are allowed only in permitted areas. (Reviewed 2/9/2021)

PUBLIC COMMENT: Potentially allow for more flexibility in decisions regarding placement of natural burials.

3) * * * * *

For all “Natural Burial Grounds” the following shall apply:

All other rules and regulations for Lebanon Cemeteries shall apply to natural burial grounds unless policies and procedures are inconsistent with this section or with the purpose and intent of natural burials, in which this section will govern.

A. Natural Burial Ground Procedure:

1. Natural burials within municipal cemeteries are restricted for City of Lebanon residents. (Reviewed 2/9/2021)

PUBLIC COMMENT: Continue discussions regarding allowing non-residents and changing the fee structure.

4) * * * * *

2. All burials and services must be conducted and or overseen by a Licensed New Hampshire Funeral Director and the Cemetery Sexton or his/her designated agent. (Reviewed 2/9/2021)

PUBLIC COMMENT:

- Board should continue review and discuss a possible different approach to burial oversight.
- Are there liability issues if natural burials are held to different standards than conventional burials? (Legal Review Required)

5) * * * * *

3. Prior to burial, all families, funeral homes or designated agents responsible must sign and submit a release of liability and waiver form to include responsibility of all attendees of services. Such signatures must be witnessed and notarized by a NH notary of public. (Reviewed 2/9/2021)

PUBLIC COMMENT: Objections to unfair distinction between natural burials and conventional burials. If liability waiver is required for a natural burial, it should be required for all burials.

BEGIN HERE ON MAY 11, 2021

6) * * * * *

4. At time of scheduling burial, a filed certified copy of death must be submitted to the Department of Public Works and reviewed by Cemetery Sexton ensuring no contagious or potentially hazardous viruses or diseases contributed to the cause of death. Any cause in question will be referred to and reviewed by the NH Dept. of Health, Center for Disease Control and or the State of NH Chief Medical Examiner's office. Should it be determined by the NH Dept. of Health, Center for Disease Control and or the State of NH Chief Medical Examiner's office that the cause of death could result in the possible infection and or spread of potentially hazardous viruses or contagious diseases, a natural burial will not be permitted.

CAITLYN – Wouldn't this apply to any burial? In which case, this should not be limited to this section of the bylaws.

7) * * * * *

5. Natural burial lots are six (6) foot by eleven (11) foot (66 square foot) each. Each natural burial lot is limited to the remains of a single (1) body.

TONY – I agree with this statement, there is no reference that the grave should be a standard size.

PUBLIC COMMENT:

SARAH RILEY - According to Lee Webster, burial plots for green burial vary slightly throughout the country, but the average size of green burial plots is the same size as a conventional grave. I request that burial lots remain the same size and cost as conventional lots unless evidence can be provided justifying the change.

8) * * * * *

6. Burial plots will be sold, and natural burials will occur in sequential order based on the time of death and interment. The row and number of the site will be entered into the cemetery management software.

CAITLYN – It should be made clear that these are specific lots (it that's the case). This is no different than traditional burials, if they are purchasing a specific space. If they are occurring sequentially (deed owner does not have specific lot, but rather rights to a space), that should be made more clear.

9) * * * * *

7. The digging of the burial lot grave is the responsibility of a duly licensed NH funeral home and/or director and shall be supervised by the Lebanon Cemetery Sexton or his/her designated agent. Family members may not dig graves without the permission of the Lebanon Public Works Director. If permission is granted, the digging will be done under the supervision of the Cemetery Sexton or his/her designated agent. All Funeral Homes, contractors, families, or designated agents permitted to dig a burial grave will be required to sign a waiver of liability provided by the city.

CAITLYN – If power equipment AND hand digging are options, this could be explicit here. Why are these treated differently than traditional burials? I understand other towns have the funeral home take care of the digging, but why would it be different within Lebanon solely based on the type of burial?

TONY – Insert “and covering” between “The digging” and “of the burial plot.”

TONY - Is the Waiver of Liability the same as mentioned in A.3?

TONY – For burials, should we mention a time limit when the body should be buried? Something like: “Body should be completely buried within 24 hours of death.” Can bodies be refrigerated before burial to extend time before burial? If so, how would this be done?

10) * * * * *

8. Natural burials require the bottom of the outside coffin or casket to be at a depth of (5) feet below the natural surface of the ground with a minimum of three (3) feet previously excavated material on top of the coffin or casket to the natural surface of the ground. All material must be compacted and an additional eighteen (18) inches of topsoil be mounded above the natural surface of the ground to accommodate for settling. Verification of depth will be verified by the Cemetery Sexton or his/her designee.

CAITLYN – The recommended depth should be 2-3 feet. The total depth is usually closer to 4 feet, as this is the best depth for microorganisms to decompose the body effectively. There is no evidence to suggest animal disturbance will occur at these depths when done accurately and appropriately.

TONY – I would like to discuss this further. Maybe there is a reason to have a more shallow grave.

PUBLIC COMMENT:

SARAH RILEY - To paraphrase Lee Webster, burial depth for green burial is 3.5-4 ft from the bottom of the grave to the ground surface. Anything deeper is useless for achieving the main goal of aerobic, efficient, and organic decomposition. This depth affords a good 18-24 inches of soil buffer even before mounding, which can add another foot or two. Under these conditions, there will be no animals digging, no smells, no problem. I encourage the City to do more research into this topic.

11) * * * * *

9. All lowering devices, greens, tents and chairs will be the sole responsibility of the Funeral Home and or family to provide, set up and remove following services.

CAITLYN – Since this now applies to all burials, it does not need to be here as it is not specific to green burial.

12) * * * * *

B. Care and Maintenance:

1. Mowing, trimming and maintenance of lots will be the sole responsibility of the lot owner or ones designated agent. The City of Lebanon will not be responsible for any mowing, trimming, or leveling of graves. Pruning may be done to assist in the management of invasive species and will be performed by the department of public works. Fertilization, irrigation and pesticides are prohibited.

TONY – Consider periodic review and maintenance of the condition of the grave and landscaping for up to five years by the lot owner.

13) * * * * *

2. Materials for interment: Human remains must be contained within a ridged casket, coffin or renewable container without nails, staples, glue, or any fastener that will remain in the ground.

CAITLYN – Lee Webster says the Green Burial Council would allow these items since they are a small fraction of what is buried (“we don’t remove implants either, for example”). Requiring a casket without any glue or fasteners would be somewhat prohibitive, especially if shrouds are not allowed.

TONY – Add “provided by the lot owner” between “renewable container” and “without nails” so the sentence reads: “Materials for interment: Human remains must be contained within a ridged casket, coffin or renewable container, provided by the lot owner, without nails, staples, glue, or any fastener that will remain in the ground.’

14) * * * * *

3. Exterior finishes of casket or container may not include latex, metallic or oil-based products.

CAITLYN – What if it is a plant-based oil?

15) * * * * *

4. Upon ordering of grave opening and service, Funeral Home and or director will be required to sign acknowledgment and statement that the casket or coffin being used meets all-natural burial requirements outlined by the city.

16) * * * * *

5. No embalming

17) * * * * *

6. No vault

CAITLYN (Pertaining to numbers 5 & 6) – These aren’t really related to care and maintenance, so perhaps should be moved to a different part of the section.

18) * * * * *

7. Grave markers are permitted. A flat stone may be placed at the foot of the plot as a marker. No chemicals may be used to enhance the etching. The stone must be level with the ground and may not exceed twelve (12) inches by twenty-four (24) inches in size.

19) * * * * *

- C. Fee Schedule

CAITLYN – I understand this (the lot purchase fee) is higher due to the increased square footage, but half of this would be for the Preservation Fund, which these graves would never benefit from, correct? Does this matter? (I’m not sure.)

Natural Burials	
Lot Purchase six (6) feet by eleven (11) feet or 66 cubic feet	\$900
Weekday during operating business hours	\$400
Weekday after operating business hours	\$400, plus \$100 per hour after operating business hours
Weekend or holiday	\$700

TONY – The table contains two different items: the cost of the lot and the cost of burial. Should be split with two subtitles.

TONY – This table does not list all of the costs. I think we should mention perpetuity costs and anything else.

PUBLIC COMMENT:

MARY CHILDERS - For Natural Burial the plot costs \$900 for a probably unnecessary 66 cubic feet as opposed to a Standard Burial plot costing \$600 for 44 cubic feet and covering more services. I do not understand why it is proposed that Natural Burial be excluded from the Cemetery Maintenance Special Revenue Fund. It is expected to pay more to the city and get much less.

Burial costs are in addition and equivalent, but it appears that Natural Burial is expected to pay a funeral home to dig the grave rather than Public Works doing it, as it does for Standard Burial. And then it has to buy more maintenance services from a funeral home in an ongoing, unpredictable way. A financial disincentive is being created. I would be happy to be told I've misread something and to stand corrected.

I quote the relevant sections below:

STANDARD BURIAL

The \$600 for a Standard Burial plot includes \$300 for the Cemetery Maintenance Special Revenue Fund. It includes the following services.

From ordinance 2020-03:

46.8 B -- "The City shall be responsible for maintenance of individual lots to the extent of mowing and trimming of grass at reasonable intervals, the raking and cleaning of lots, and grading and seeding, all at levels to be determined in the discretion of the Cemetery Trustees, in light of available funds from pre-existing perpetual care funds, and use of the Cemetery Maintenance and Preservation Trust Fund."

The \$450 and up full burial charges include the following:

46.7 B -- "The preparation of graves and laying out of grave side ceremonial material shall be the responsibility of the Department Public Works."

IN CONTRAST . . .

NATURAL BURIAL draft proposal

(The use of bullet points rather than numbers in the draft document makes it difficult for the reader to track what I'm pointing to, alas).

The \$900 lot charge leaves the owner responsible for maintenance, compared to 46.8 B above.

p. 14 of 15; *A. Care and Maintenance*: " Mowing, trimming and maintenance of lots will be the sole responsibility of the lot owner or ones designated agent."

Given this proviso, how do we handle adjacent lot owners wanting different thing?

The \$400 and up burial charge provides very limited service, compared to 46.7 B above.

p. 14 of 15; *A. Care and Maintenance*: "The City of Lebanon will not be responsible for any mowing, trimming, or leveling of graves. Pruning may be done to assist in the management of invasive species and will be performed by the department of public works."

p. 15 of 15; *B. Natural Burial Ground Procedure*: "The digging of the burial lot grave is the responsibility of a duly licensed NH funeral home and/or director and shall be supervised by the Lebanon Cemetery Sexton or his/her designated agent. Family members may not dig graves without the permission of the Lebanon Public Works Director. If permission is granted, the digging will be done under the supervision of the Cemetery Sexton or his/her designated agent. All Funeral Homes, contractors, families, or designated agents permitted to dig a burial grave will be required to sign a waiver of liability provided by the city."

To repeat an earlier question so that it does not get lost, am I to understand from the above that in addition to paying the Lebanon burial rate, those who choose Natural Burial must pay a funeral home directly for a service that is included in the burial rate for Standard Burial? (Mary Childers)

20) * * * * *

GENERAL COMMENTS/QUESTIONS:

TONY:

1. We should do a further review of the Green Burial Council (GBC) recommendations.
2. The GBC lists two types of green burials...Natural, Hybrid, and Conservation. Which one are we doing? If the location is separate than it has to be Natural or Conservation?
3. I am very concerned about liability. I think we should protect ourselves and the city because, after all, we are the Trustees.
4. Will we need approvals from other boards/committees to establish the area? How about medical approval? Who else should review this regulation outside of the City?

PUBLIC COMMENT:

SARAH RILEY - As stated in the draft, all other rules and regulations for Lebanon Cemeteries apply to Natural Burial Grounds (NBGs), unless inconsistent with the new NBG section. Thus, I hope that the final version of this document will not state anything that would be a universal condition of all burial in our cemeteries. Currently the draft has a few sections that I think should be removed because of this condition, including the discussions of disease and the Department of Public Health, the responsibility for lower devices, tents, etc.

SARAH RILEY - The reduction of services provided by the City for green burials. It is unrealistic and unfair to cede grave digging and lot maintenance responsibilities to lot owners, their families, Funeral Homes, or designated agents.

MARY CHILDERS - Lebanon's sustainability efforts acknowledge that the effects of climate change are already being felt locally. We witness catastrophic events in the US and the world. Some of us yearn to make one of our final acts – choice of what to do with our bodily remains – an environmentally friendly act. The safety of Public Works employees must be taken into account as well as liability concerns of course, but based on reading of previous documents generated within this Board it seems to me that unfounded fears are being catered to. I urge the Board to make sure that the research process and legal advice begins with "How can we do this safely" rather than "How can we justify not doing this because of safety and liability concerns?" The questions we ask tilt the answers we receive. The answers an advocate for Natural Burial and the environment provides may open up the Board's perspective on what is desirable for the common good and possible. I urge you to consult with a variety of experts, including problem-solvers as well as problem-emphasizers.

RAINIE KELLY - As the Board moves from a rough draft to a finalized version of the regulations, I strongly encourage the inclusion of a statement about how an option for NB moves Lebanon closer to its stated goal of being a regional leader in working towards less reliance on fossil-fuel consumption. (City of Lebanon Master Plan: 13/8)

My overall impression is that as written, the proposed regulations, rather than presenting NB as a potential option, instead would deter residents and their families from choosing NB.

Here are just a couple of examples of why I feel this way: Overall the proposed regulations make NB much more costly and complicated than conventional burial in Lebanon, but provide fewer services for those choosing this option. Most off-putting to me is the proposed requirement that families/agents maintain the burial plot. We all know that not everyone can count on family to assume this responsibility, nor does every resident have the means to secure an agent. Including this requirement raises the question of the very purpose of a municipal cemetery.

A second example: When I read about the requirements for containers, I asked Lyme-based coffin-maker, Michael Whitman for his reaction. His response:

"I cannot imagine how to build a box without any fasteners or glue...."

Lee Webster, a member of the Green Burial Council, said this about prohibiting the use of glue or fasteners: ".....it is completely unnecessary. The GBC recommends reducing but does not require eliminating."

Of course there are coffin-makers with exceptional joinery skills who could meet Lebanon's proposed standards but at quite an additional expense. My point is that the last thing I want in our community is to make NB an option reserved for residents who don't have to worry about cost. You have already received comments about other regulations which would have a similar effect, so I won't repeat them.

In closing, I want to share resources available to the Board as it considers revisions to the rough draft:

www.greenburialcouncil.org/our_standards.html

www.nhfuneral.org

AGENDA
BOARD OF CEMETERY TRUSTEES
May 11, 2021

AGENDA ITEM 5
OLD BUSINESS:
A: REVIEW RULES OF DECORUM WITH CITY MANAGER AND MAYOR

RULES OF DECORUM CEMETERY TRUSTEES

LEBANON BOARD OF CEMETERY TRUSTEES

RULES OF DECORUM AND COMMITMENT TO CIVIL BEHAVIOR

It is acknowledged that:

1. Civil, respectful, and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making.
2. Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
3. Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior.
4. Demonstrations in support or opposition to a speaker or idea are not permitted by members of the Board. The Chairman is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.

To maintain a cohesive, productive working environment, the members of the Lebanon Board of Cemetery Trustees commit to:

1. Supporting the Board's mission.
2. Showing respect to each other as appointed members and staff representatives to the Board.
3. Promoting civility during Board meetings and tolerating nothing less.
4. Demonstrating reflective listening and not displaying negative body language (for example eye rolling, pencil tapping, shrugging of one's shoulders, hand gestures, etc.)
5. Allowing uninterrupted speech by those recognized as "having the floor" and refraining from speaking until recognized by the Chair.
6. Bringing cemetery related concerns, issues, and conflicts to the Board for discussion.
7. Offering alternative solution(s) when addressing a problem or issue.
8. Maintaining the confidentiality of material discussed during closed Board meetings.

PLEDGE OF CIVILITY

The manner in which we govern ourselves is often as important as the positions we take. The City's collective decisions will be better and truer to our mission when differing views have had the opportunity to be fully vetted and considered. All those who appear before the City's board and committees have the right to be treated with respect, courtesy, and openness. We value all input.

Accordingly, we commit to conduct ourselves at all times with civility and courtesy, to both those with whom the Board interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.