



LEBANON BOARD OF CEMETERY TRUSTEES
JUNE 8, 2021 - 5:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. May 11, 2021
 - 3. Cemetery Sexton Report**
 - 4. Old Business**
 - A. Fencing at Valley Cemetery
 - 5. New Business**
 - A. Infant Grave Monuments - Discuss and vote on lamb to be placed on monument
 - B. Annual Assessment of Cemeteries
 - C. Turf Report
 - 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
June 8, 2021

AGENDA ITEM 2
APPROVAL OF MINUTES:

May 11, 2021

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live
TUESDAY, May 11, 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.
Patrick McCarthy delivered the Right to Know procedures to the Members and the public.

The order of the meeting was changed.

V. NEW BUSINESS

A. Review Rules of Decorum with City Manager and Mayor

The City Manager and the Mayor came before the Board. They provided Rules of Decorum to enhance the relationships between board members and the public. They are hoping to address some issues that have been brought to the City Manager’s attention. The Rules were developed by the City Manager and brought to the Board for their consideration. He read the Rules of Decorum to the Board and asked for feedback about the rules that were provided. The Mayor added that this is not a way to single out any specific board, members, or public attendees. They are making this move to develop and apply these rules throughout the City of Lebanon. The Board was asked to adopt the Rules of Decorum.

Mr. Muzzy moved to adopt these Rules of Decorum.

Seconded by Vice Chair Palazzo.

Roll Call Vote

Ms. Painter, Mr. Muzzy, Vice Chair Palazzo, Ms. Hauke, and Chair Hanchett all voting Yea.

None voted Nay.

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

II. APPROVAL OF MINUTES

A. March 9, 2021

Vice Chair Palazzo MOVED to approve the March 9, 2021 Minutes as presented.

1 *Seconded by Mr. Muzzy.*

2
3 **Roll Call Vote**

4 *Ms. Painter, Vice Chair Palazzo, Ms. Hauke, Mr. Muzzy, and Chair Hanchett all voting Yea.*

5 *None voted Nay.*

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

7
8 **III. CEMETERY SEXTON REPORT**

9
10 **A. Monthly Report**

11
12 Straightening in the cemeteries was the major project this month. In Mascoma Cemetery stones were
13 straightened up. At School Street they straightened about 80 stones and have loamed and seeded areas
14 that needed improvement. Some perimeter cleaning was done in Section A of West Lebanon Cemetery.
15 Last month they had nine cremations-6 weekday and 3 weekend, and they had one full burial.

16
17 Two seasonal staff have been brought back from last year, but they are still short staffed. They are down
18 on recruits for seasonal work. Thus, in the upcoming month they will be doing their best to get the
19 cemeteries ready for Memorial Day. They will do a full rotation and intend to have the quality of mowing
20 up to par, even with the short staff.

21
22 The orange flags in School Street indicate some monument repairs done last year, and other flags mark
23 stones for contractor bids for this year. The section that is proposed for repairs this year is more intense,
24 with more damaged stones. But at the end of this year that cemetery will be complete. Cole Cemetery is
25 complete, and Mascoma Cemetery has a couple of stones that need repair and may get done with other
26 work this year. Then with the fence, everything will be complete at Mascoma as well.

27
28 Ms. Painter asked for clarification over the use of the term burial transit permit. City regulations use the
29 term burial permit. She asked if the discrepancy needs to be adjusted in Chapter 46. Mr. McCarthy said
30 they have the same meaning.

31
32 Some snowplow workers put snow on some of the monumentation at West Lebanon Cemetery. Mr.
33 McCarthy said there is no other way to plow on the entrance road. He did not observe anything that could
34 be changed. They are plowing the same way as they have in the past, and depending on the amount of
35 snow, it may get closer to the monuments. None of the monuments have been damaged. In the future
36 they want to make sure that the plows are not putting snow on any of the monuments.

37
38 **The order of the meeting was changed and is listed below in the order discussed.**

39
40 **V. NEW BUSINESS**

41
42 **A. Review Rules of Decorum with City Manager and Mayor**

43
44 This was discussed at the beginning of the meeting.

45
46 **B. Infant Grave Monuments**

47
48 Mr. McCarthy presented the Infant grave monuments research he did with granite companies. The Board
49 has a few diagrams, and some language for the monuments. The quotes he has are for 10" wide x 4"
50 thick x 8' long. The prices for three monuments with engravings was \$1898. If they are shorter, 4.5 feet
51 long, the price is less, slightly over \$1200, but using them would involve work to build a substantial way

1 to secure them. The longer granite would be safer and sturdier and less vulnerable to getting broken or
2 pushed over. The cost of the monuments would come out of the interest from the Trustees Perpetual
3 Fund. Ms. Maville is checking on the process for getting the money out of the account. Mr. McCarthy
4 shared his screen with images of the monuments for the Members to see. Mr. McCarthy will email the
5 images to the Members and they will vote after further review.

6 7 **C. Annual Assessment of Cemeteries**

8
9 The new Beehive program is setup. The Members will do the assessment the way it has been done in the
10 past. The Members visit the cemeteries, list what needs work and attention, and compares it to last year's
11 agenda. Then they prioritize the work. They will use the same categories to review, that were used in
12 previous years. Staff will enter the information into the Beehive Program.
13 Ms. Painter mentioned the 5 categories that the Board Members used in previous years. She would
14 suggest that they use the same form again and Ms. Painter will resend the form to the Chair.

15 16 **D. Infant Garden Bench Placement**

17
18 Patrick McCarthy said the Odd Fellows requested placement of the bench by the Logan Fountain. It will
19 be put by the drywell that houses the pump. It should make that area look better. It will be attached to
20 cement to keep the bench in place.

21 22 **E. Columbariums**

23
24 The RFP has gone out for bids on placing two columbariums in the Glenwood Cemetery. One bid was
25 offered by Norwalk Wilbert and the second by a company out of Georgia. They are similar, but the
26 niches are slightly different. They both have 64 niches; Norwalk's has individual shutters for burial
27 information. The other company has groups of 4 written on the same shutter. The price difference is
28 about \$2000. It seems more appealing to have single shutters that are not required to be shared. They are
29 hoping to have them installed by August or September. Staff would have to put in concrete forms for
30 mounting the columbariums. The Members would have to determine the fee schedules and would need to
31 be put in place before they are ready to go.

32
33 It was recalled that the Board previously voted, June 9, 2020, to have two columbariums and to place
34 them around the fountain. That was needed to hit the CIP threshold and it was a balanced look with the
35 fountain in the center. It is important that a view of the fountain is not blocked from any of the areas in
36 the cemetery. The fountain should be viewable from all the existing grave sites and the view is not
37 interrupted by the columbariums. Jim Donison said the CIP proposal showed the location of the
38 columbariums, and it is important to follow through on that proposal and the bid. The bid is based on
39 delivery in late July. He stated that the line of site was clear, all the way through. The fountain would be
40 viewable from everywhere because the columbariums are only 5 feet high and the fountain is 9-10 feet
41 tall. It is important that the view of the fountain is not blocked by the columbariums for anyone already
42 buried in the cemetery.

43
44 Sarah Riley, a member of the public, spoke about the conversation during the June 9, 2020 meeting. The
45 Members discussed there was some discussion about them being placed around the fountain, but she
46 believes the location was not specifically determined.

47
48 In the future, the Board will be informed when the Sexton is moving forward to request a bid. It was
49 confusing for some Members and they do not understand how this moved through the CIP process.

50
51 ***Mr. Muzzy MOVED to follow through with the vote of May and June 2020, the two columbariums to***
52 ***be located in Glenwood Cemetery, on either end of the fountain.***
53 ***Seconded by Vice Chair Palazzo.***

Roll Call Vote

Vice Chair Palazzo, Ms. Hauke, Mr. Muzzy, and Chair Hanchett all voting Yea.

None voted Nay.

Ms. Painter abstained.

**The Vote on the Motion was unanimously approved (4-0-1).*

F. Bank Repairs at Valley Cemetery

The bank repair will be done next week. They will replace the soil where there is erosion. There has not been any recent bicycle activity and hopefully can get the bank back and get it some growth of grass to hold back that embankment.

IV. OLD BUSINESS**A. Fencing at Valley Cemetery**

Mr. McCarthy presented a quote from Springfield Fence Company. There are two existing fences, one runs from the overpass bridge for the rail trail and one that separates the cemetery from Renihan Meadows. They proposed putting in a fence that is 6 feet high and run it down that distance between the two existing fences. They talked about adding a gate in case it was necessary for access for the federal highway. The amount is about \$14,175. The cost would come out of the Board's funds. It needs to be requested, as multiple companies have to bid, and the cost may be increasing. At one time the Recreation Department said they may be willing to absorb 50% of the cost of the fence.

Ms. Painter pointed out that this fence would be visible to users of the Greenway. What is remarkable about the Greenway, is that when a fence is necessary, they have used a wooden fence. It is aesthetically pleasing and is fitting for a bike path. Ms. Painter asked if the fence could go at a diagonal off the overpass and run it up into the cemetery instead of running it along the greenway. A chain link fence on the Greenway does not seem fitting. And if it has to go adjacent to the Greenway, can it be a different kind of fence.

Mr. McCarthy agrees that a split rail is more appealing, but it may not stop the behavior of biking through. Going through the woods is an option, but it would be more expensive because of the trees. A chain link fence seems visually obstructive for everyone else who uses the Greenway. If it has to be adjacent to the greenway, could it be some material other than a chain link fence. That would better serve the numbers of people who use the Greenway and not be a burden due to those users, due to the discretions of a few bikers.

Rainy Kelly said the points regarding a friendly fence are important for the Greenway and hopefully a fence can be put in that still protects the cemetery. She is surprised at the proposed cost and that the Board is putting up a fence. The Board has already voted to erect the fence.

Ms. Painter asked Staff and the Board to consider a way to put up a fence that is more aesthetically pleasing. Ms. Painter asked if they could investigate alternatives and to find out if there is a fence that is taller and cohesive or can be moved up into the cemetery. A chain link fence just should not run along the Greenway. Staff and Ms. Painter will investigate some fence alternatives and will check with Paul Coates to see if he has suggestions. Timken has put up no trespassing signs along the Greenway and the signs have not been welcomed by the people on the pathway. There are other places that also have no trespassing signs and the garbage is accumulating along the Greenway.

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)

*Vice Chair Palazzo MOVED to have a 5-year moratorium on developing regulations to establish a natural burial cemetery in Lebanon New Hampshire.
Seconded by Mr. Muzzy.*

The reason he is making this motion is his concern about the impact on the City of Lebanon regarding costs and risk. He has asked questions and he believes good answers have not been received from any of the visitors and consultants that have come before the Board. Mr. Palazzo sent a list of questions to Mr. Healy and he did not get answers about costs during his presentation. Mr. Healy's advice was to go slow.

Ms. Painter said she is sorry that he is frustrated without getting answers. In some ways the Board has just been kicking this down the road. She asked why 5 years was chosen. He responded that it would give time for this methodology to develop.

Ms. Hauke said it does not make sense to set the moratorium for 5 years. She does not believe this Board would vote to add green burials. There are over 300 cemeteries doing this kind of burial so more information can be obtained, but it does not need to be a 5-year waiting period. Ms. Painter asked Ms. Hauke if she would recommend a different time frame. She would not like to put a time limit on this, but she does not believe this Board would agree to green burials in the near future.

Judith Bush, a member of the public, said that Mr. Healy's comment to go slow is a way to say learn by doing. By virtue of doing it, and getting experience, they would come to an understanding of how this should be managed within Lebanon. A lot of learning would be involved.

Ms. Painter said 5 years is too long and that amount of time was chosen out of frustration. The Board is making this harder than it has to be. Ms. Hauke reminded the Board that they were tasked with exploring green burials as an option. She believes by putting on a 5-year moratorium, they are not doing what they were tasked to do. Ms. Maville said they Board was not specifically tasked. When the discussion was first brought up to the Council, one of the suggestions was to consider green burials. They were tasked with revising Chapter 46. The Board chose to not include green burials at the time as it was going to take a long time to understand green burials. There are still a lot of questions. If the next step should not be to draft regulations, because there are too many questions, then that is understandable. If there are in fact a number of cemeteries who are providing green burials, maybe it should be addressed in the future if more conversations are needed. Maybe it is not wise to set a time frame at this point. The regulations do not have to be crafted at this time. There may be room for continued discussion without drafting the regulations. Also, the previous Motion can be amended to change the first Motion.

Ms. Painter MOVED to amend the motion to temporarily discontinue the discussion of green burial policy but allow room for educational or learning about green burials for the Board.

Vice Chair Palazzo chose not to amend his motion and asked for it to be voted up or down. His motion does not pertain to discussions, or educational learning about green burials.

Mr. Muzzy still seconds the original motion.

Roll Call Vote

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

Ms. Painter and Ms. Hauke voted Nay.

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

With that being passed, the Board cancelled the May 25, 2020 meeting and future meetings to revise green burial regulations.

VI. FUTURE AGENDA ITEMS - NONE

VII. ADJOURNMENT

Vice Chair Palazzo MOVED to adjourn the meeting.

Seconded by Mr. Muzzy.

Roll Call Vote

Ms. Painter, Vice Chair Palazzo, Ms. Hauke, Mr. Muzzy, and Chair Hanchett all voting Yea.

None voted Nay.

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

The meeting was adjourned at 6:47 PM.

Respectfully Submitted,

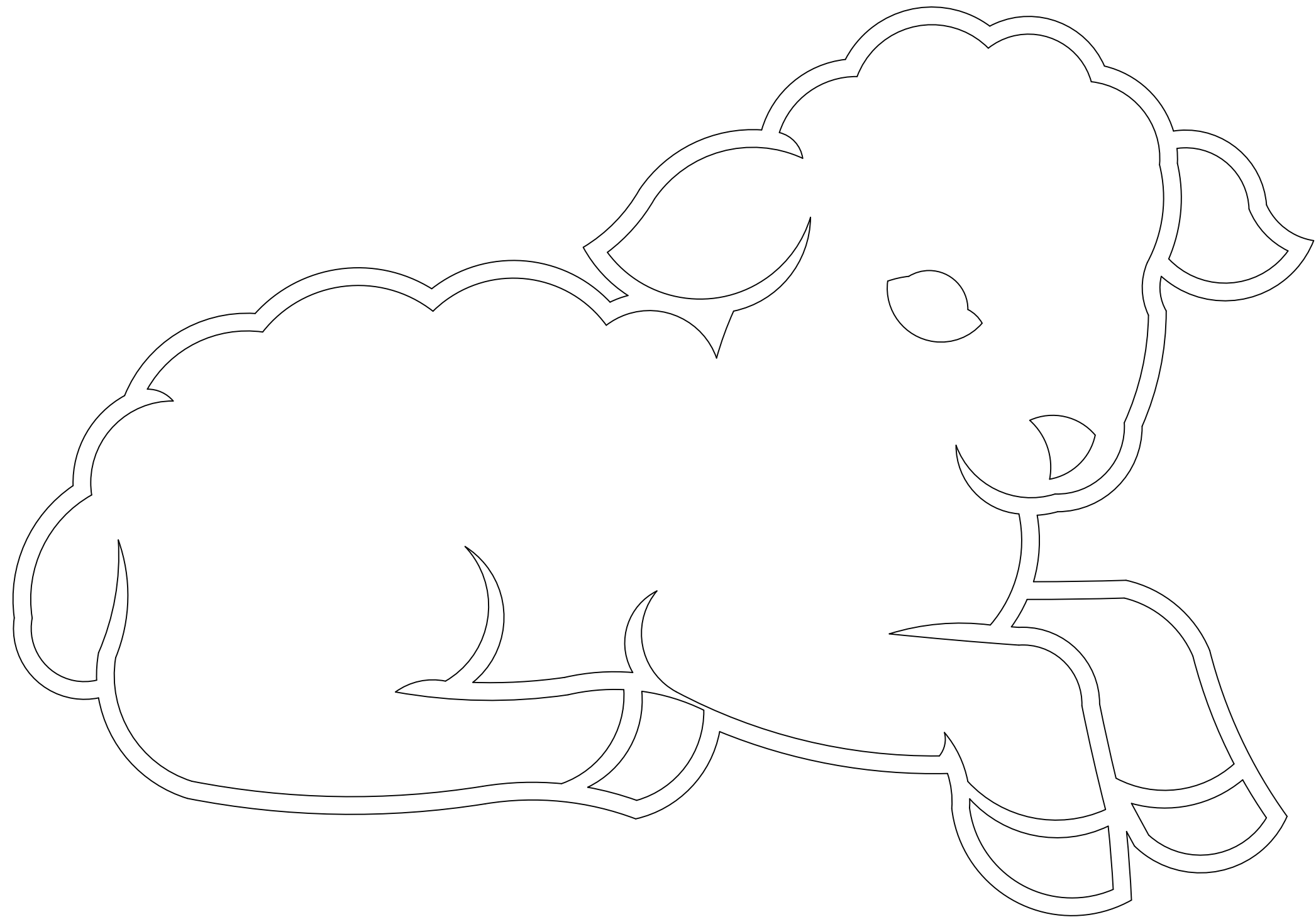
Linda Billings

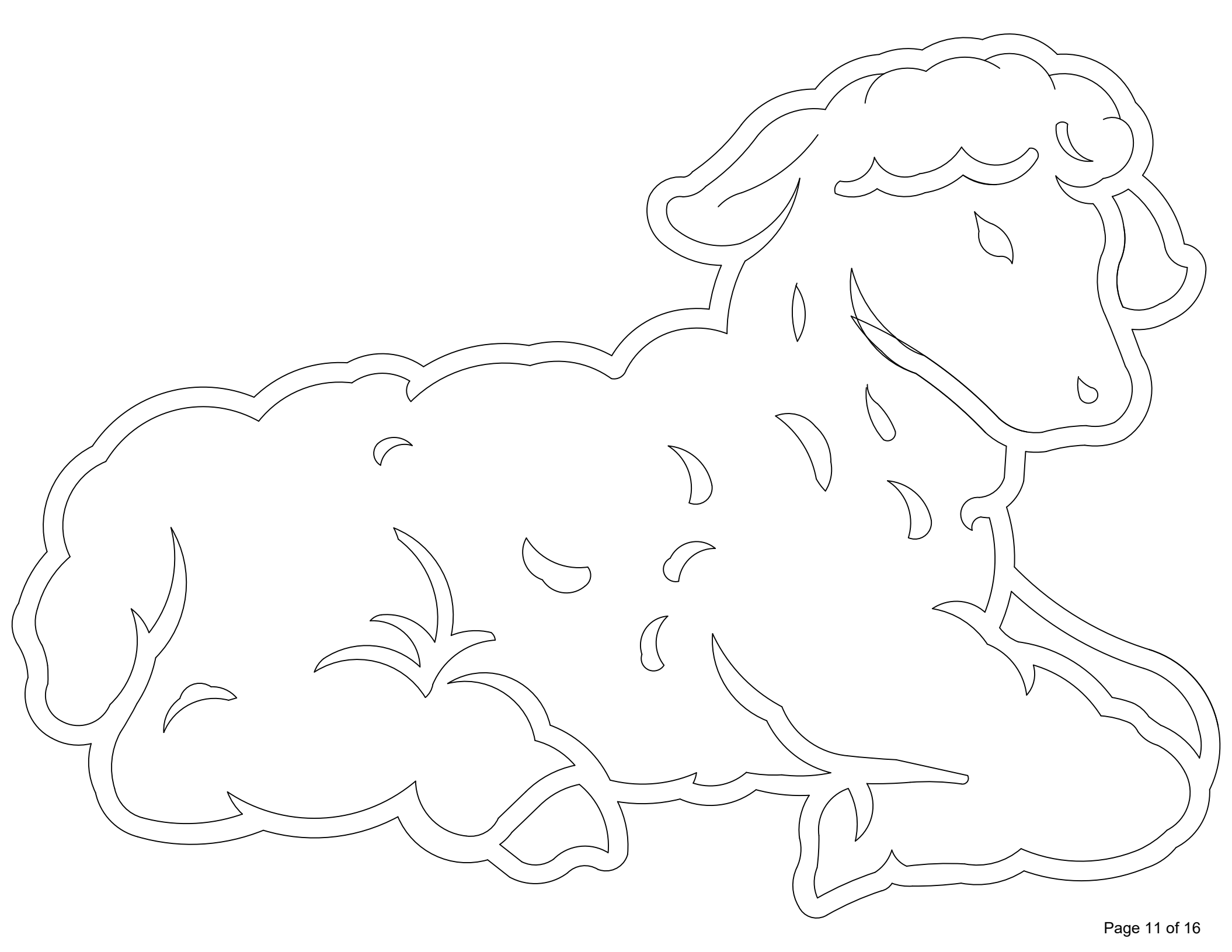
Recording Secretary

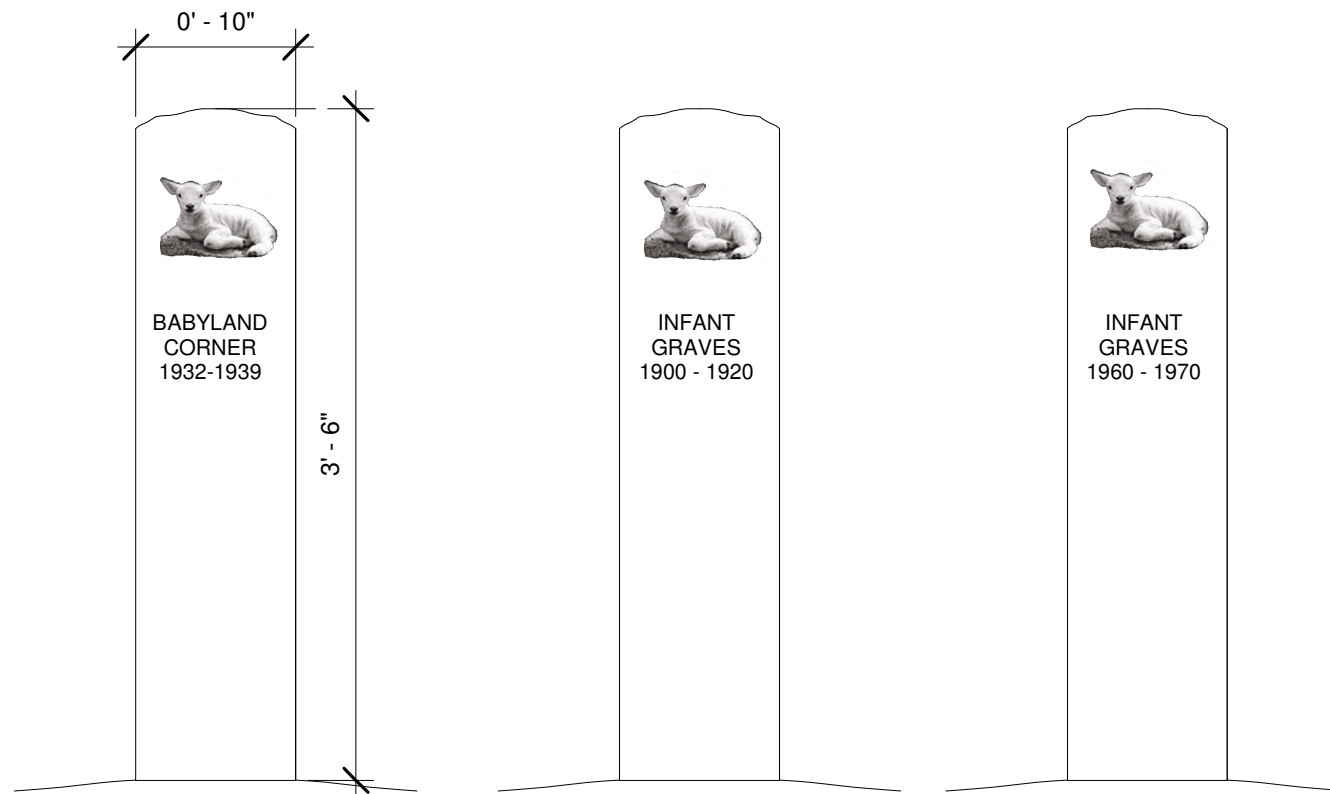
AGENDA
BOARD OF CEMETERY TRUSTEES
June 8, 2021

AGENDA ITEM 5
New Business: Infant Grave Monuments Discussion/Vote on Lambs

Lamb 1, Lamb 2, Baby Section Post Detail & Quote







BOARD OF CEMETERY TRUSTEES - NOVEMBER 11, 2020

10 inches wide, 4 inches thick, 8 feet long. Medium Barre Granite, polished front and back, sides and top balanced rock pitch. Please quote with flat carving of lamb and provide detail and cost for all three post.

AGENDA
BOARD OF CEMETERY TRUSTEES
June 8, 2021

AGENDA ITEM 5
NEW BUSINESS:

Annual Assessment of Cemeteries

Cemetery	Mascoma	Old Pine Tree Cemetery	School Street (Village Cemetery)
	685 Dartmouth College Highway	Old Pine Tree Cemetery Road	School Street
Signage			
Roads/Sidewalks			
Buildings	None	None	
Monuments			
Fencing/ Landscaping			
Notes:			

Cemetery	Valley/Sacred Heart	West Lebanon Cemetery
Signage	•	
Roads/Sidewalks		
Buildings		
Monuments		
Fencing/ Landscaping		
Notes:		