



City of Lebanon ~ Department of Public Works
AGENDA
BOARD OF CEMETERY TRUSTEES
TUESDAY, MAY 14, 2019
City Hall - COUNCIL CHAMBERS
5:00pm

1. **CALL TO ORDER:**

2. **APPROVAL OF MINUTES:**

A. **MARCH 12, 2019**

Documents:

[Item 2 3.12.19 Minutes.pdf](#)

B. **APRIL 9, 2019**

Documents:

[Item 2 4.9.19 Minutes.pdf](#)

3. **DISCUSSION ITEMS:**

A. **PRESENTATION BURIAL OPTIONS BY: CRAIG NEAL, NORWALK-WILBERT**

Documents:

[Item3a Presentation Burial.pdf](#)

B. **DISCUSS CEMETERY WALK NOTES**

Documents:

[Item 3b Cemetery Walk Notes.pdf](#)

4. **OTHER BUSINESS**

5. **ADJOURNMENT.**

Please note times indicated for agenda items are estimates and are for guidance purposes only.

Agenda items are subject to presentation out of order due to removal of items or change in agenda sequence.

The public may appear in person or by agent or counsel and provide testimony stating the reasons why these requests should or should not be granted. Any person with a

hearing disability, who wishes to attend this public meeting and needs the services of either a sign language interpreter or special equipment (FM system), please contact the Department of Public Works at 603-448-3112 at least 72 hours in advance so that the City can make any necessary arrangements. For more information about what is happening with these applications and in the City, please visit our website at LebanonNH.gov.

AGENDA
BOARD OF CEMETERY TRUSTEES
MAY 14, 2019

AGENDA ITEM 2
APPROVAL OF MINUTES

MARCH 12, 2019

DRAFT

CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Tuesday, March 12, 2019
Department of Public Works-Administration Building
193 Dartmouth College Highway
5:00 p.m.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Judith Bush, Sarah Riley, Lorraine Kelly, Patrick McCarthy

STAFF PRESENT: Kelly Crate – Administrative Services Manager Public Works, James Donison – Public Works Director, Doug Boisvert

1
2 **1. CALL TO ORDER:**

3
4 The meeting was called to order at 5:02 PM by Chair Susan Painter.

5
6 **2. APPROVAL OF MINUTES:**

7
8 **A. FEBRUARY 19, 2019**

9
10 *Moved by Ms. Hanchett to approve the minutes of the February 19, 2019 Board of Cemetery Trustees*
11 *meeting as presented in the agenda packet, and as amended. Seconded by Mr. Muzzy.*

12 **The vote was 5-0.*

13
14 *The minute taker arrived at approximately 5:10 pm and began the audio recording at that time.*

15
16 **3. DISCUSSION ITEMS:**

17
18 **A. GREEN BURIAL DISCUSSION (INFORMATION PREVIOUSLY DISTRIBUTED)**

19
20 Sarah Riley and Judith Bush, members of the Sustainable Lebanon Committee, and Lorraine Kelly, a
21 member of the Sustainable Lebanon Committee and the Lebanon Energy Advisory Committee, gave a
22 presentation on “green burials”.

23
24 Ms. Bush explained that the goal is to conserve land, and there is a movement toward green burials.
25 Funeral homes have been receptive to this movement.

26
27 Ms. Kelly stated that she would like to find a sustainable way to care for the dead. Ms. Kelly presented a
28 two-page letter from her to the Board explaining green burials and its benefits.

29
30 Discussion ensued as to the benefits and challenges with pursuing green burials, as well as the applicable
31 laws and regulations and the experiences of other communities with green burials, including input from
32 Patrick McCarthy of Ricker Funeral Home.

33

34 **B. REVIEW AND DISCUSS CEMETERY APPLICATION AND DEED FORMAT**
35 **(INFORMATION PREVIOUSLY DISTRIBUTED)**

36
37 Ms. Crate presented a draft cemetery application form and draft cemetery deed format for the Board's
38 review and feedback. The form incorporates comments from the City's legal counsel.

39
40 The Board members concurred that the forms look acceptable.

41
42 Ms. Crate noted that the forms do not require approval by the City Council.

43
44 **4. OTHER BUSINESS:**

45
46 Ms. Crate presented the final version of the Board's By-Laws, and noted that any future amendments to
47 the By-Laws would need to follow the two-meeting approval process as set forth therein.

48
49 **A. FUTURE AGENDA ITEMS:**

50 **Continue Green Burial Discussion**

51
52
53 The Board discussed whether green burials are practical and feasible for Lebanon, and whether City Code
54 Chapter 46 would need to be amended to allow them. Mr. McCarthy encouraged the Board to also
55 research other options for burial space such as a columbarium. The Board agreed to include other options
56 for burial space as a future agenda item.

57 **West Lebanon Cemetery (school traffic)**

58
59
60 The Board discussed the problems caused by parents driving all the way through the cemetery,
61 particularly during mud season, and options to prevent this. As a first step, the Board agreed to write a
62 letter to the school to ask them to encourage parents to avoid driving through the cemetery.

63 **Long Term Agreements**

64
65
66 Chair Painter asked that the long-term tomb agreements appear as a future agenda item since the Board
67 has never seen what these look like, and that it would be helpful to see an existing long term agreement as
68 a sample.

69
70 **5. ADJOURNMENT.**

71
72 *Mr. Muzzy MOVED for adjournment. Seconded by Ms. Hanchett.*
73 **The MOTION passed unanimously, 5-0.*

74
75 The meeting was adjourned at 6:32 PM.

76
77 *Respectfully Submitted,*
78 *Tim Corwin*
79 *Recording Secretary*

AGENDA
BOARD OF CEMETERY TRUSTEES
MAY 14, 2019

AGENDA ITEM 2
APPROVAL OF MINUTES

APRIL 9, 2019

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Tuesday, April 9, 2019
City Hall – West Meeting Room
5:00 p.m.**

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

MEMBERS ABSENT: None

STAFF PRESENT: Kelly Crate – Administrative Services Manager Public Works; James Donison – Public Works Director;

GUESTS: Pat McCarthy-Rickers Funeral Home

1
2 **I. CALL TO ORDER**

3 The meeting was called to order at 5:01 p.m. by Chair Susan Painter.
4

5 **II. ACCEPTANCE OF MINUTES**
6

7 The minutes from the March 12, 2019 meeting will be approved at the next scheduled meeting.
8

9 **III. DISCUSSION ITEMS**
10

11 Chair Painter received an email from Mayor Tim McNamara. After the City Council meeting he received
12 a letter from the Hanover Public Works Director who is updating Pine Knoll Cemetery regarding green
13 burials. He offered to work with the Board as they continue to work on green burials. The Board will
14 bring Green Burials back to the City Council later. The new Chapter 46 was passed by the Council.
15

16 The Board intends to revisit the fees for the Jewish Cemetery. They are going to review the deed with the
17 Jewish Cemetery. There is substantial background work that needs to be done before moving forward.
18 Right now, the burial fees pertain to the Jewish Cemetery, the plot fees do not. They want to address the
19 costs of perpetual care.
20

21 Chair Painter emailed the Lebanon DPW and Paula Maville asking for recommendations on the best way
22 to approach the Lebanon School regarding the school traffic in the cemetery. The DPW is reviewing the
23 situation, and will make some changes at the cemetery, such as signage or traffic control. They will also
24 draft a letter to address the situation with the school. They are thinking a meeting with the school district
25 may be more productive.
26

27 **A. LONG TERM AGREEMENTS**
28

29 The Board discussed the examples of long-term agreements that were provided in the packet for the
30 meeting. These agreements pertain to care. Some of the historical agreements are very old and are no
31 longer useful as a reference material.
32

33 Chair Painter asked to receive all the information Staff have regarding School Street Cemetery. She
34 would like to focus on that cemetery as a model for the Board's work.

1 The members discussed the documents that represent the long term care agreements. The renewal of the
2 agreement expires in 10 years, it is not an endless agreement. Chair Painter said they need to confirm that
3 it is the individual's responsibility to renew the agreement. The City does not track down individuals to
4 renew the agreement. They discussed the City's right to remove an agreement if no one steps forward.
5 There are not very many of these agreements and the City is not encouraging these agreements. The
6 Board will discuss establishing a fee just to have a long term, endless agreement. There will also be
7 maintenance fees for these agreements.
8

9 Ms. Hanchett mentioned that the gate to the cemetery between the school and the School Street Cemetery
10 needs to be locked. She reminded the Board that DPW Staff were going to check on who owns the gate.
11

12 **B. BURIAL OPTIONS**

13
14 Chair Painter asked members of the Board to look for reference information from other cemeteries across
15 the country regarding other burial options: such as scattering gardens, column burials, and niche walls.
16 Right now, all the burials that are allowed are in Chapter 46. The Board would like to consider other
17 alternatives. The Board can make recommendations of new alternatives and amend the Chapter. They
18 would also consult with funeral homes to determine some of the pros and cons of alternative burials, and
19 any risks that need to be considered.
20

21 Mr. McCarthy reminded the Board that once there is a cremation, anyone can do anything they want with
22 the remains. Cremation is not a burial.
23

24 Ms. Hauke asked to work on the alternative burial project. Mr. McCarthy has a resource person who will
25 come and speak to the Board on the things they have seen regarding alternative burial options in larger
26 cities. He will discuss how these burial options impact the budget, and which types are income
27 generating. Ms. Crate will email the resource person to find a date that is convenient. The Board is
28 agreeable to have the presenter at the next meeting. They will invite the DPW from Hanover to the
29 meeting that the presenter attends.
30

31 Ms. Hauke suggested making green burials available at one cemetery or in a few locations at a few
32 cemeteries. They need to be in one location in the cemetery, as the land responds differently to the
33 burials, such as sinking ground. The Board noted that the current cemeteries do not have enough land for
34 this specific purpose. They hope to continue to gather information about burial options and they will
35 move forward once they have more information.
36

37 **C. CEMETERY MAINTENANCE – BOARD NEXT STEPS**

38
39 Mr. Palazzo would like the Board to determine the priorities for cemetery maintenance. They said
40 beautification is a better description than maintenance. He would like to update the information they have
41 regarding each cemetery and collate the information. Then they will try to put a price tag on what it takes
42 to accomplish the maintenance.
43

44 Ms. Crate gave an update of the tasks that are on the DPW list of things to accomplish. She asked Board
45 members to walk through each of the cemeteries. Ms. Hanchett asked the DPW to spray for ticks and cut
46 the grass prior to Memorial Day and before May 18th when they intend to place the flags.
47

48 The Board discussed setting 5 categories to evaluate at each cemetery. Each member will walk the
49 cemeteries and bring back a list to review and compare with the Board. The 5 categories are:

- 1 Monuments and head stones.
- 2 Buildings.
- 3 Fencing and landscaping.
- 4 Roads and sidewalks.
- 5 Informational signage.
- 6

7 Ms. Crate will create a template listing the categories to evaluate and each member will send the
8 comments to her by May 6, 2019.

9

10 **IV. OTHER BUSINESS**

11

12 Mr. Donison attended the NH Cemetery Association meeting. This is the first year that Lebanon is a
13 member. This year it is free to join, and it will cost to be a member in future years. The seminar was well
14 attended, with many cemetery trustees as well as vendors. The main topic was presented by the State
15 Archeologist. He discussed digging up burial remains in construction sites. If remains are found, the
16 State Archeologist is contacted to see if the remains are native American, which is more complicated.
17 In the past, some bones were dug up in one of the West Lebanon cemeteries. The remains were identified
18 as one of the earliest settlers in the area. Another aspect of the meeting discussed the pros and cons of
19 winter burials. He suggested that the Trustees go to the Fall and Spring meeting.

20

21 The members reviewed a cemetery map that was provided to the Board. Ms. Crate will provide more
22 maps of the cemeteries in Lebanon.

23

24 **A. FUTURE AGENDA ITEMS**

25

26 * Continue Green Burial Discussion

27

28 * West Lebanon Cemetery (School traffic)

29

30 Mr. Temple and Mr. Donison visited the West Lebanon Cemetery by the school to observe the traffic.
31 They would like to meet with the principle and the police chief to come to some conclusions about how
32 the traffic should be addressed. They will be looking into what is practical. They thought there is time to
33 address this before the next school year. Sometimes there are cars that drive right up to the fence and
34 drive on the grass. The Board asked DPW to come up with a plan and put it in place to see if this will
35 remedy the problem. A stone structure will be erected to put up a barrier to discourage the traffic.

36

37 The most up to date copy of Chapter 46 that was approved by the City Council after the public hearing
38 was distributed to the members.

39

40 **VI. ADJOURNMENT**

41

42 *Dave Muzzy MOVED for adjournment. Seconded by Fran Hanchett.*

43

44 **The MOTION passed unanimously, (5-0).*

45

46 The meeting was adjourned at 6:21 PM.

47

48 *Respectfully Submitted,*

Linda Billings

Recording Secretary

AGENDA
BOARD OF CEMETERY TRUSTEES
MAY 14, 2019

AGENDA ITEM 3A
DISCUSSION ITEMS:

**PRESENTATION BURIAL
OPTIONS BY:
CRAIG NEIL, NORWALK-
WILBERT**



Agenda Items – Craig Neal, COO – Norwalk Vault Company/Granite Choices

Meeting – City of Lebanon Cemetery Association Board of Directors

Tuesday, May 14th 5:00 PM

- 1.) Burial Vault 101 – The reasons Outer Burial Containers are so important to a cemetery
- 2.) Columbaria – Above ground Cremation Niche Choices/Ideas
- 3.) Green Burial
- 4.) Scattering Garden for cremated remains



May 3, 2019

Quote #1

Prepared for:

City of Lebanon Cemeteries

1 Seventy-Two (72) Niche Columbarium.....\$30,883

Mahogany Base with Maple Shutters

1 Accessory Kit.....\$875

Includes 2 spare Exterior Shutters and 5 spare interior shutters

Large and Small Suction Cups

Offloading Straps

4 Estate Benches.....\$989 each Ext. \$3,956

Total.....\$35,714

Terms: 50% due at signing of contract with balance due 10 days following job completion.

Please allow 120 days for delivery. Delivery is included.

Price does not include crane and foundation cost. Foundation drawings will be provided at no additional charge.

Granite Choices - Cost/ Benefit Analysis for City of Lebanon, NH

**(1) GP72NICHE Maple and Mahogany Six- Sided Columbarium – All Granite Construction
Double shuttered with Quad Exterior Shutters - 12" x 12" x 12" Niche Dimensions
Fluted Columns**

**(4) GPBENCH – Memorial Bench in Maple– All Granite Construction with 2 arched supports
and attached base**

Revenue

Columbarium Revenue - 72 spaces at average selling price of \$750 each	\$54,000
Inurnment Opening and Closing with recording document – 72 @ \$150 each	\$10,800
<u>Profit on Lettering/Inscription Fees – 72 @ \$150 each</u>	<u>\$10,800</u>
Total Revenue	\$75,600

Costs

Columbarium Cost	\$30,883
Crane and Foundations (Cemetery)	\$ 2,000
Cost of Benches (4 @ \$989 each)	\$ 3,956
Accessory Kit	<u>\$ 875</u>
Total Costs	\$37,714

Net Profit **\$37,886**



May 3, 2019

Quote #2

Prepared for:

City of Lebanon Cemeteries

1 Sixty-Four (64) Niche Columbarium.....\$20,165

Mahogany Base with Maple Shutters

1 Accessory Kit.....\$875

Includes 2 spare Exterior Shutters and 5 spare interior shutters

Large and Small Suction Cups

Offloading Straps

4 Memorial Benches.....\$989 each Ext. \$3,956

Total.....\$24,996

Terms: 50% due at signing of contract with balance due 10 days following job completion.

Please allow 120 days for delivery. Delivery is included.

Price does not include crane and foundation cost. Foundation drawings will be provided at no additional charge.

Granite Choices - Cost/ Benefit Analysis for City of Lebanon, NH

**(2) GP64NICHE Maple and Mahogany Double-Sided Columbarium– All Granite Construction
Double shuttered with Quad Exterior Shutters - 12" x 12" x 12" Niche Dimensions
Gable Roof**

**(4) GPBENCH – Memorial Bench in Maple– All Granite Construction with 2 arched supports
and attached base**

Revenue

Columbarium Revenue - 64 spaces at average selling price of \$750 each	\$48,000
Inurnment Opening and Closing with recording document – 64 @ \$150 each	\$ 9,600
<u>Profit on Lettering/Inscription Fees – 64 @ \$150 each</u>	<u>\$ 9,600</u>
Total Revenue	\$67,200

Costs

Columbarium Cost	\$20,165
Crane and Foundations (Cemetery)	\$ 2,000
Cost of Benches (4 @ \$989 each)	\$ 3,956
Accessory Kit	<u>\$ 875</u>
Total Costs	\$26,996

Net Profit **\$40,204**

AGENDA
BOARD OF CEMETERY TRUSTEES
MAY 14, 2019

AGENDA ITEM 3B
DISCUSSION ITEMS:

DISCUSS CEMETERY WALK NOTES

Cemetery	Cole Cemetery	Glenwood/Mt Calvary
	108 Great Brook Road	23 Dulac Street
Signage	<ul style="list-style-type: none"> • City sign is posted • parking not clear 	<ul style="list-style-type: none"> • City sign is posted on Dulac Street - no other sign posted. • Signage: The two cemeteries are not differentiated. Could use better signage • Yes for both in one location. Need additional signs where property splits. • Confusing for people who don't know where the division is for Mt. Calvary.
Roads/Sidewalks	<ul style="list-style-type: none"> • No sidewalks - N/A • No Roads - N/A 	<ul style="list-style-type: none"> • No sidewalks - N/A • Roads were fair; dirt roads were fair
Buildings	None	None
Monuments	<ul style="list-style-type: none"> • Where to begin... • many leaning stones • Old graves, about 5% stones down • 4 monuments on the ground; stones are leaning 	<ul style="list-style-type: none"> • Some fallen and tilted monuments • some tipped/damaged stones • Fountain needs repair • Baby area poorly maintained
Fencing/ Landscaping	<ul style="list-style-type: none"> • Could use a new fences - maybe a split rail? • Clear brush along stone wall • repair/paint fence • Partial fencing, needs repair • Sloping • Area near stone wall needs to be landscaped • No gate; fence needs to be painted • Fence on lower left side is leaning 	<ul style="list-style-type: none"> • Brush piles could be cleared up • tree limbs down (assuming will be cleaned up during spring maintenance), grass is sunken in in spots
Notes:	No designated parking.	<ul style="list-style-type: none"> • Overall looks good • Notes: This fountain is being removed, correct? • Much of the area is wet which results in frost heaving, difficult entry in spring, soil settling at grave locations. • Only one bench. • Property boundary is not clear on the hill side. Room for expansion there?

Cemetery	Mascoma	Old Pine Tree Cemetery	School Street (Village Cemetery)
	685 Dartmouth College Highway	Old Pine Tree Cemetery Road	School Street
Signage	<ul style="list-style-type: none"> City sign is posted ok- can't see well from road, but adequate 	<ul style="list-style-type: none"> City sign is posted parking signage might be helpful Yes 	<ul style="list-style-type: none"> Okay Yes and also a memorial to veterans.
Roads/Sidewalks	<ul style="list-style-type: none"> No sidewalks - N/A No Roads - N/A 	<ul style="list-style-type: none"> No sidewalks - N/A No Roads - N/A Difficulty accessing the monuments Entrance blocked, no sidewalks 	<ul style="list-style-type: none"> Okay Road blocked off, easily walked. Sidewalk overgrown.
Buildings	None	None	<ul style="list-style-type: none"> white shed could be painted (is this the one being painted?); roofs on both buildings in rough shape Wood one - roof needs repair. Brick one - wood repair near roof. Face boards.
Monuments	<ul style="list-style-type: none"> Where to begin... many tipped/broken stones Similar to School Street Cemetery, older manuments fallen over. Several broken and lying on ground Some are beyond repair Some are leaning 	<ul style="list-style-type: none"> Most interesting monuments Many fallen, but it doesn't appear in terrible disrepair a few tipped stones Good condition Most are broken 	<ul style="list-style-type: none"> many tipped/broken stones Many old. About 5% down. Many from 19th century. Don't see a major problem. 24 off bases and lying on ground Many Leaning
Fencing/ Landscaping	<ul style="list-style-type: none"> Barbed wire fence and pickett fence. Pickett fence needs to be replaced. back fence gone, could paint remaining portion Partial fencing, rotted wood, needs repair Grass is poor Gate does not close Fence needs to be painting 	<ul style="list-style-type: none"> No Fencing Lanscaping OK. couple of dead trees, limbs down. Part of stone wall is fallen. Partial stone wall. Sandy soil, no erosion Stone Wall 	<ul style="list-style-type: none"> small spots of white fencing need repair; metal fence needs some repair Site is about half shady. Many soil depressions. Soil stable. Broken top pieces of fencing No Closure on gate.
Notes:	<ul style="list-style-type: none"> Open Space in Middle of Cemetery 	<ul style="list-style-type: none"> No designated parking. Looks good 	<ul style="list-style-type: none"> Veteran graves need to be marked.

Cemetery	Valley/Sacred Heart	West Lebanon Cemetery
	Renihan Meadows	
Signage	<ul style="list-style-type: none"> • City sign is posted • Multiple entrances, but only one small sign marking cemetery name 	<ul style="list-style-type: none"> • City Sign is posted • Okay • Yes
Roads/Sidewalks	<ul style="list-style-type: none"> • No sidewalks - N/A • Roads are in good condition • okay/good • Wide roads in good condition. 	<ul style="list-style-type: none"> • No Sidewalks - N/A • Roads in good condition • Great • Roads are in good condition, no sidewalks
Buildings	<ul style="list-style-type: none"> • Building looks in good shape; could be painted. Roof looks good. • Good • One. Needs paint and sprucing up. 	<ul style="list-style-type: none"> • 3 Buildings; one near entrance needs some help • okay; shed roof is rusty • Good condition • Wooden building - rotting clapboards
Monuments	<ul style="list-style-type: none"> • Overall, monuments are in good shape. • okay/good • All in good condition and standing. • Land is level. Grass in poor condition and weedy. Skunk damage. • Mostly fenced except in back. Property boundary in back could not be identified. • In the oldest section (A - Valley) there are 4 monuments that are lying on the ground 	<ul style="list-style-type: none"> • Overall monuments are in good shape • Good • Good condition • A few monuments that have tipped over in the oldest section
Fencing/ Landscaping	<ul style="list-style-type: none"> • Large drainage gap on chain link fence on west side should be looked at. • Overall fencing looks good • Very few trees, grass looks good in some places. • Good • All okay 	<ul style="list-style-type: none"> • No fencing • New barriers looks good. • tree limbs down along edge of property (spring cleaning); shrubs in rough shape • Only posts on west (entrance) side, fence on east side. no other fencing • Sandy soil, no erosion • Fence gone
Notes:	<ul style="list-style-type: none"> • Overall, cemetery looks good. • Very nice cemetery with some great additions. A cul de sac with fountain in middle. Bench. A fence on one side is decorated. • Appears to be an empty area that could be used for green burials/scatter garden. 	<ul style="list-style-type: none"> • Notes: Google maps does not actually bring you to the entrance of this cemetery, instead bringing you to a dead end (Mack Ave instead of Pleasant) • Large area near school with native grasses....place for green burials? • Granite blocks present. Talk to neighbor who stated that one child was bragging that Dad drives over snow banks in cemetery to drop child off near fence.