

FINAL

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
SPECIAL MEETING
Wednesday, June 5, 2019
City Hall – West Meeting Room
3:30 p.m.**

MEMBERS PRESENT: Chair Susan Painter, David Muzzy, Fran Hanchet

MEMBERS ABSENT: Caitlyn Hauke, Antonio Palazzo

STAFF PRESENT: James Donison – Public Works Director; Bruce Temple – Public Works Assistant Director

GUESTS: Pat McCarthy-Rickers Funeral Home

I. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by Chair Susan Painter.

II. DISCUSSION ITEMS

Mr. Muzzy and Ms. Hanchett attended a workshop in Plainfield, sponsored by the NH Old Graveyard Association. They cleaned an old Hanchett family stone with D2 cleaner. They learned how to manage stones and found that cleaning stones can be done by volunteers. The D2 product is suggested because it is effective and an environmentally safe product.

A. DISCUSSION: DEPARTMENT OF PUBLIC WORKS PLANNED MAINTENANCE FOR 2019

The Chair said the purpose of this meeting is to determine how the Board intends to use funds before the end of this year. The Board needs to determine how the funds can be used and how those goals align with the maintenance that Public Works has already planned. If there are projects for 2020, the budget process will begin in July and they hope to align the work for this year and the future.

B. DISCUSSION: FUNDS AVAILABLE FOR 2019

The Chair asked for guidance on what funds are discretionary and what the Board is able to work with for the Board's maintenance goals. Mr. Temple said Public Works intends to spend \$43,500 for cemetery repairs and maintenance. That includes trimming grass, shrubs and trees and any other services that are planned to do with outside contractors. Gravestone repairs would be a contracted service that comes out of the total budget. Water and landfill expenses come out of the budget.

So far, the department has done some fence repair and sheds are going to be repaired including capital work such as roofs, painting and repairs. If there are other services that are needed, they are usually contracted with an outside contractor.

Additionally, small tools and equipment are bought out of this fund. There is a line item for heat for one of the buildings. There is a line item of \$5,000 in the budget for such things as repairing foundations, grass seed, and top soil.

Public Works is looking for guidance on what work the Board would like to do this year. They have several initiatives and if there is budget, public works will manage all the repairs and contracts. They would like to set the priorities between the Board and Public Works.

There is a process to roll the funds forward to the next year, to encumber funds into 2020, but a contract and purchase order have to be in place. Mr. Temple suggested doing a pilot to repair some grave stones, perhaps 10 stones. The work would be evaluated and then a decision made to move forward or look for another solution. Public Works estimated there is \$10,000 in the budget for grave stone repair. It's thought that some stones can be straightened. This would be less costly than repairing broken stones. Some of the stone foundations need repair as well. They are looking for clarification on the ordinance and guidance from the City to do the repairs. It may require a notice in the paper. The School Street cemetery has a need for building repairs, foundations, deteriorated exteriors, and painting.

It is believed that the budget will cover replacing the fence at two cemeteries. There are some trees that need to be taken down at the West Lebanon Cemetery. The tree cleanup would come out of the City budget.

They discussed the need to determine the potential long-term projects that might be done in 2020 and over the next several years. The West Lebanon Cemetery could be expanded, and alternative burials might be addressed. The truck and trailer are in good shape so that is not a long-term need. The mowers are in reasonably good condition. There is a proposal to have water fed to the fountain at the Mount Calvary cemetery.

C. DISCUSSION: MONUMENTATION MAINTENANCE

Ms. Hanchett reminded the members that Steven Christy has pledged money to be used for repairing cemetery stones. This donation can be given to the City as a dedicated fund, with a resolution, and the money is dedicated for the repair of the stones. This would require a City Council motion to accept the fund and another motion at the time of spending the money. They reviewed the budget, anticipated revenue, and the interest from the perpetual fund.

Public Works will provide a list of the projects they intend to do this year and the potential cost of the projects, to determine how much of the budget is discretionary.

III. ADJOURNMENT

***Dave Muzzy MOVED for adjournment. Seconded by Fran Hanchett.
*The MOTION passed unanimously, (3-0).***

The meeting was adjourned at 4:29 PM.

*Respectfully Submitted,
Linda Billings
Recording Secretary*