

FINAL

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live
TUESDAY, JUNE 9, 2020
5:00 PM**

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

MEMBERS ABSENT: None

STAFF PRESENT: Pat McCarthy – Sexton, Paula Maville – Deputy City Manager

GUESTS: Lorraine Kelly (Ward 1), Sarah Riley (Ward 2), Judith Bush (Ward 1)

I. CALL TO ORDER

The meeting was called to order at 5:00 PM by Chair Susan Painter.
A Roll Call of Board Members who participated remotely is listed above.

A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements

Chair Painter delivered the Right to Know procedures to the Members and the public.

II. APPROVAL OF MINUTES

A. May 4, 2020

*Chair Painter MOVED to approve the May 4, 2020 Minutes as presented with amendments.
Seconded by Antonio Palazzo.*

** The vote on the MOTION passed (3-0)*

Amendments: Page 1, Line 9; Remove ‘marked’ and Add ‘identified with a grave number.’ Page 1, Line 16; remove ‘to be’.

Roll Call Vote

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

None voted Nay.

**The Vote on the Motion was unanimously approved (3-0).*

B. March 10, 2020

*David Muzzy MOVED to approve the March 10, 2020 Minutes as presented with amendments.
Seconded by Ms. Hauke.*

** The vote on the MOTION passed (5-0).*

Amendments: Page 1, Line 13; Add ‘to be completed’ after ‘work’. Page 1, Line 17; Add ‘-in-law’ after sister.

Roll Call Vote

Ms. Hauke, Vice Chair Hanchett, Mr. Palazzo, Mr. Muzzy, and Chair Painter, all voting Yea. None voted Nay.

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

III. ON GOING DISCUSSION ITEMS

A. Cemetery Project Updates

1. Sexton Updates-Budget and Maintenance

Mr. McCarthy said all monies allotted for stone repair has been secured by the City and being withheld from the budget at this time. It may come back later this year, but at this time it can no longer be spent. The crack sealing of the cement will start this week and he is waiting for quotes for siding and doors for West Lebanon Cemetery. The grounds work is continuing. Burials are starting to pick up, but entombments are increasing due to the virus. Monumentation is continuing.

B. Infant Grave Areas-Site Visits

Board Members Tony Palazzo, Vice Chair Fran Hanchett, and Chair Susan Painter and Sexton Patrick McCarthy met at Glenwood cemetery on May 4, 2020 to discuss marking the baby graves. During the site visit Tony Palazzo and Vice Chair Fran Hanchett made suggestions for marking the baby graves. Pictures were shared for marking the graves or monumentations to indicate these are infant grave areas. A plaque on the large rock that is there was also suggested. The Members discussed if it was necessary to mark all three areas the same way and if it is feasible to add the baby names. All of the names of the infants are not known, and therefore it is not feasible to add any infant names. They are working on determining the way to name the locations. The years of the graves will be labeled at each location. The Board will set up another meeting to discuss next steps.

C. Columbarium

Chair Painter reminded everyone that in March they discussed putting together a project for the Columbarium. Because the Board did not have time to do the work, Mr. McCarthy put forth the request by the deadline. Comments from the Board will go forward to the City Council with the dollar value of what will be planned for 2021 and beyond to determine how it fits into the Capital Improvement Program requests for future years. Each columbarium would have 64 niches and each niche can hold up to two occupants, therefore a potential total of 256 occupants. Columbariums have a better return than single graves.

1. Review and Comment on DPW Project Request for a Columbarium

Mr. McCarthy reviewed the project request he submitted. Because the costs of burials are so high and increasing, it is felt that the columbariums may be more economically feasible. The project proposed two columbariums at Glenwood Cemetery to balance the look in the cemetery landscape. The cost is the installation and delivery of the columbarium. It would have to go out for bid, but it is estimated, given the City criteria, it would be approximately \$32,500. The revenue could potentially be \$47,500 profit over expenses. This could vary by the number of occupants of each niche and the charge for a niche in the future. There may be additional hidden costs, such as an architect and landscaping architect and landscaping costs for the area. It was suggested that if the Columbariums are around the fountain there may not be room for additional landscaping. The Board discussed the typical cost for this type of project and the documents with those specifications and bids may not be the same as currently thought. The Board may have to be flexible about financial adjustments at the time the project is implemented and the income from the project for fees and other revenue could be higher than the current prices. The space needed for a columbarium is equal to the space needed for a grave and some members said it is thought to be financially better for the City.

David Muzzy MOVED to submit the project for Columbariums at Glenwood Cemetery. Seconded by Vice Chair Hanchett.

Roll Call Vote

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

Chair Painter voted Nay.

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

D. Green Burials

1. Sexton response to Green Burial questions prepared by Caitlyn Hauke

Mr. McCarthy provided the Board with written answers to questions prepared by Caitlyn Hauke on green burials within the city. Chair Painter declined to share additional written comments provided by Mr. McCarthy as she believes they require a review by the city attorney. Therefore, some comments have not been included in the packet. He believes that there is additional research and investigation needed on many levels, including comments from City staff. Board members also feel that public comments and Board comments also need further work. This is a draft of what it could be like if one portion of a cemetery is used for green burials. It is just a beginning and a high-level view of what could be considered if the City would move forward on green burials.

2. Strawman outline for Green Burial

The outline is useful for preparing the full document that the Board will bring forward to City Council. The outline is part of the planning process and long-term work to get ready to put things on paper. The Board talked about bringing in more experts to guide the Board. Ms. Hanchett recommended three people who could provide more information and experience. Mr. McCarthy is concerned about the welfare of City Staff who have to handle human remains. Ms. Hauke made a general comment that things seem to be getting over complicated. Everyone's concerns can be addressed, and the green burials can be made safe. They discussed the vessels that are used during green burials and what diseases could potentially impact the public and City Staff related to green burials.

The Chair inquired if members were prepared to review each of the questions on the Q & A. The majority felt it should be postponed.

Vice Chair Hanchett MOVED to put this subject on hold until the additional information is provided by Mr. McCarthy.

Seconded by Mr. Muzzy.

Chair Painter asked Mr. McCarthy if the city had a procedure for handling burials within the Upper Valley Jewish Cemetery without a vault. There are none.

Roll Call Vote

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

Mr. Palazzo and Chair Painter voted Nay.

***The MOTION passed unanimously, (3-2).**

Mr. McCarthy offered to provide the additional information from City Staff to Board members. Chair Painter would like more expert opinion about the comments from the City Staff before sharing it with the full Board.

E. Inventory of Cemeteries follow-up (by-laws 5.b)

Not Discussed

IV. NEW BUSINESS

A. Sacred Heart/Valley Cemetery Debris and Safety Concerns

Email sent by Chair Painter on May 11, 2020.

Not Discussed

B. Other Valley Cemetery Concerns

Not Discussed

C. West Lebanon Cemetery Grave Curbing

Not Discussed

V. ADJOURNMENT

Mr. Muzzy MOVED for adjournment.

Seconded by Ms. Hanchett.

Roll Call Vote

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

None voted Nay.

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

The meeting was adjourned at 6:37 PM.

Respectfully Submitted,

Linda Billings

Recording Secretary