

FINAL

CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Wednesday, June 11, 2019
City Hall – West Meeting Room
5:00 p.m.

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

MEMBERS ABSENT: Antonio Palazzo – arrived and was unable to attend because the building doors were locked

STAFF PRESENT: James Donison – Public Works Director

GUESTS: Pat McCarthy-Rickers Funeral Home

I. CALL TO ORDER

The meeting was called to order at 5:03 PM by Chair Susan Painter.

II. APPROVAL OF MINUTES: MAY 14, 2019

*David Muzzy MOVED to approve the May 14, 2019 Minutes as amended.
Seconded by Fran Hanchett.*

AMENDMENTS: Page 1 Line 27 Remove ‘School Street Cemetery’ and Add ‘the fence between the school and the cemetery’. Page 1 Line 29 Add ‘from Ms. Hanchett’ after ‘email’, Remove ‘on’ and Add ‘in cemetery’ before ‘maintenance’ and ‘would like to attend a Board meeting’ after ‘maintenance’. Page 1 Line 29 Remove ‘has information’ and Add ‘to talk about her experience with cemetery maintenance and green burials’. Page 2 Line 22 Remove ‘because the cemeteries are running out of room, and there is a need to unify the cemeteries’ and Add ‘to address cemetery maintenance and beautification of the cemeteries’ after ‘was created’. Page 2 Line 23 Add ‘maintenance’ after ‘make’.

**The MOTION was approved (4-0).*

III. DISCUSSION ITEMS

Chair Painter began the discussion regarding the funds that are available for cemetery maintenance in 2019. The last Special Meeting addressed the funds related to cemetery revenue, the Public Works budget and the interest from the Perpetual Fund.

Mr. Donison explained the Public Works budget. There is a budget of \$53,180 that includes \$43,500 in maintenance and repair services. When this budget was approved by the City Council, it was anticipated that \$25,000 would be spent on monumentation and head stone repairs and improvements. That is the intent for 2019, however it can be used for fence repairs and other maintenance issues. The previous year the entire budget was not spent. Mr. Donison reviewed the budget line items that are in the 2019 budget.

The new budget for 2020 is due by August 9, 2019. Funds are not carried over to the following year unless it is encumbered by a contracted service. Mr. Donison provided some references for cemetery maintenance and he will request estimates to do head stone and monument repair. He suggested highlighting one cemetery or one section rather than spreading the work across a few cemeteries.

The \$26,000 in annual cemetery revenue will not be available to the Board to spend. The revenue is used to balance the budget. They discussed how a new account will be setup for repairs and maintenance, so the total amount does not land in the perpetual fund that is not spendable. It has been suggested to start a cemetery maintenance fund line item in the budget and the money from the sale of new perpetual funds will be put into that line item. Although the perpetual fund assets are touchable under some circumstances, currently there will not be a request to attach any of that existing perpetual fund. Essentially, the Board has to determine how to spend about \$25,000 for cemetery improvements, which will include monumentation repairs.

Mr. Donison suggested requesting estimates from the cemetery maintenance resources he provided to determine what they charge for grave stone and monument repair. In the new ordinance, the City can make repairs if there is no family taking responsibility for the grave site. An announcement is placed in the local paper stating stones will be repaired and cleaned. It can be either listed as a lot, if all of the stones in an area will be addressed. If specific stones will be worked on, the specific graves should be listed. Enough time has to be provided to allow the public to respond to the notice. They discussed starting the due diligence of locating owners of the grave site. Mr. Donison said a public works person or cemetery sextant can help with the due diligence. Public Works will help with developing the legal notice and an RFP.

A. CEMETERY MAINTENANCE

- **Discuss Cemetery Walk**

The Board members reviewed their notes from their cemetery walks. They compared the list of repairs that were identified with the work that Public Works already has planned. They reviewed each cemetery individually and noted priorities for this year, specific to each cemetery.

Signage was discussed, and it is thought that working on new signs might be a good winter project for Public Works. They would like to replace all the signs for all the cemeteries, to be done in a consistent manner with a new style that is more ascetically pleasing.

Mr. Donison suggested that in the next 5 years the Board may need to request additional funds to spend on repaving the cemetery roads. Basic repairs, like hot patch and filling pot holes will be done, but at some point, the roads will need to be repaved.

Mr. Donison will work to get information about which cemeteries have room for expansion and identify the number of plots that are currently available.

They discussed the parking at each cemetery. Public works will try to add some parking spots at the Old Pine Tree Cemetery. In the future the Board may work on adding some level walking paths to access the graves at the Old Pine Tree Cemetery.

Public Works intends to do some roofing and other repairs on the building at School Street Cemetery. They will look for a proposal to improve the foundation on the building with an injectable material. There is also a need to repair fences at School Street. They discussed locking the gate between the school and the cemetery. The gate needs to be fixed so it does not swing and damage the stones.

Public Works is doing maintenance on the buildings at Valley/Sacred Heart. They will be working on improving the grass in that cemetery. There is substantial work needed on the buildings at the West Lebanon Cemetery.

Columbariums were discussed. It is suggested that column burials should be placed in areas where graves could not normally be placed. The cost is about \$40,000 for 60 spaces, and that can be expanded in the future. The Board would like to determine the revenue that could be generated for these niche burials and then a request can be put in the budget for an upcoming year. State cemeteries are seeing about 65% of their burials going into columbariums instead of ground burials. It is a significant trend. Scatter gardens are also a consideration of the Board.

They discussed offering a seminar on cleaning cemetery stones for interested individuals. There might also be an opportunity for volunteers to work on stones they do not own. The City will have to determine if that is permitted.

- **Determine Cemetery Maintenance Priorities For 2019**

School Street has the most visibility. The work will focus on the leaning stones near School Street in the School Street Cemetery and some of the stones that are laying down near the middle. Mr. Donison will get an estimate for the repairs in those areas.

IV. OTHER BUSINESS

FUTURE AGENDA ITEMS:

- **Burial Options**

Ms. Hauke discussed the research she has been doing about the number of people who are interested in alternative burial options.

V. ADJOURNMENT

***Dave Muzzy MOVED for adjournment. Seconded by Fran Hanchett.
*The MOTION passed unanimously, (4-0).***

The meeting was adjourned at 6:50 PM.

*Respectfully Submitted,
Linda Billings
Recording Secretary*