



**City of Lebanon ~ Department of Public Works
AGENDA
BOARD OF CEMETERY TRUSTEES
WEDNESDAY, SEPTEMBER 9, 2020 - 5:00pm
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

Documents:

[2020-08-11 Cemetery Board Minutes Draft Lbdg.pdf](#)

3. CEMETERY SEXTON REPORT:

- A. Resolution of June 9, 2020 motion by the Board to withhold discussions on Green Burial
- B. Budget updates
- C. Update on grave curbing in West Lebanon Cemetery

4. OLD BUSINESS:

- A. Infant Grave Areas at Glenwood/Mount Calvary
- B. Green Burials and proposed process to move forward
- C. Discuss results of the Board's visual inventory and assessment of municipal cemeteries. (To be distributed electronically prior to meeting)

5. NEW BUSINESS:

- A. Solar lights being used at grave sites
- B. Election of Chair and Vice Chair

6. FUTURE AGENDA ITEMS:

- A. Access through Valley Cemetery to the Mascoma Greenway

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.

DRAFT

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
REGULAR MEETING MINUTES
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live
TUESDAY, AUGUST 11, 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: None

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2 **I. CALL TO ORDER**
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4 The meeting was called to order at 5:00 PM by Chair Susan Painter.
5 A Roll Call of Board Members who participated remotely is listed above.
6

7 **A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements**
8

9 Chair Painter delivered the Right to Know procedures to the Members and the public.
10

11 **II. APPROVAL OF MINUTES**
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13 **A. July 14, 2020**
14

15 *Mr. Muzzy MOVED to approve the July 14, 2020 Minutes as presented.*
16 *Seconded by Ms. Hauke.*
17

18 **Roll Call Vote**

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

21 **The Vote on the Motion was unanimously approved (5-0).*
22

23 **III. CEMETERY SEXTON REPORT**
24

25 During the month of July there were 3 full burials, 8 cremations (3 on weekends), 2 lot sales, 2 transfers,
26 and 8 monument foundations completed. Mowing maintenance is continuing. They demoed digging a
27 grave with a mini excavator, which will leave less damage to the grounds. Turf around Valley and Sacred
28 Heart flat markers was trimmed after the last growth spurt. At the Cole Cemetery they straightened about
29 50 stones that were leaning or falling down. There are 5 stones that are broken. The D2 treatment was
30 applied to the stones. The seasonal staff are leaving early and with one full time person out on medical
31 leave they are short staffed, but able to keep up.
32

33 **IV. OLD BUSINESS**
34

35 **A. Infant Grave Areas at Glenwood/Mount Calvary/ Budgeting Rescissions For 2020**
36

1 Last month they talked about memorializing the infant graves. The stone columns that could be used as
2 markers were dug out today and Mr. McCarthy will get the stones photographed and sent to the Board. It
3 is hoped that the budget to work on monumentation or the infant graves may be returned to the Board in
4 order to continue work this year. Ms. Maville will update the Board once it is approved to return the
5 money to the Board's budget. If there is some work that the Board wants to get completed, it is
6 anticipated that they would not have to encumber any money, because it will come back to the Fund that
7 is being setup. Unless the work is over \$5000, it does not have to go out to bid. However, the Board will
8 get multiple estimates for intended work. The new interest from the Perpetual Care Trust will come to the
9 Board by the first of the coming year.

10
11 **B. Green Burials (Discussion on This Item Will Resume at A Future Date)**

12
13 There is nothing regarding Green Burials on the agenda to discuss at this point. Ms. Maville and Ms.
14 Hauke are going to review the document that was developed and DPW will be brought back into the
15 discussion. It is hoped there will be a process in place to bring this to the Board at the next meeting.

16
17 **C. Annual Process for Inventorying Cemeteries**

18
19 Last month there was a discussion about using Beehive for the inventory. The Board will look at the
20 inventory that was done in the Spring of 2018 and use it as a template to get up to date with the current
21 inventory of the cemeteries. They will have a complete set of information for all members to review.
22 The Board is trying to accurately determine the number of graves that are occupied, and how many grave
23 sites are available in each cemetery. Ms. Hanchett spoke of an acquaintance from the Dartmouth College
24 Archeology Department and the piece of equipment his department has that can see what is below the
25 ground. This sounds similar to the GPR survey that can read where there has been ground disturbance.
26 The College equipment may provide a closer view. Ms. Hanchett will ask the Professor if he is interested
27 in using the cemeteries for teaching with his students. If the College donated the time and equipment, it
28 would likely cost less than the contractor that was hired last year. It would be helpful to start the work in
29 the areas where there are questions, such as sinking spots in the cemeteries. This may be work that can
30 not start until next year, because students aren't currently in class due to the Covid. The students may
31 work on a new protocol for locating graves that the City can use going forward. Or the students could use
32 the protocol that was setup last year with the contractor. Topographic's protocol provides information
33 that has been useful for other cemeteries across the country. Or the systems could be blended to create
34 one system that would be used for the rest of the cemeteries in Lebanon. Glenwood Cemetery data has
35 been updated with the information that was obtained last year. Topographics gave a printed report and
36 DPW was able to place flags where there was an image of a grave, but it might not be known who is
37 buried there. The GPR information was used to improve the maps of the cemeteries.

38
39 The Board reviewed the notes from the previous inventories.

40
41 Mascoma Cemetery: The monuments are in poor condition. DPW is going to do some fence repair if the
42 large equipment becomes available this year. The monuments will be straightened by the end of this year.
43 The fence will be replaced with white split rail fencing and may not occur until 2021. The gate will be
44 repaired.

45
46 Old Pine Tree Cemetery: None of the monumentation has been touched. Fox tree recommended leaving
47 the big trees. The removal would do more damage. DPW is mowing, weed whacking and doing general
48 maintenance there. Some monuments will be improved. The Board discussed creating a parking area for
49 that cemetery, as it was on the list from last year. There have not been any complaints about the parking

1 in that area. At this time parking has not been on the radar and can be addressed in the future. It is
2 thought that parking on the road in that area is dangerous.

3
4 School Street Cemetery: The older wooden shed has been repaired with new siding and a new roof after
5 the tree that fell on it. The first 25 rows on the entrance side on School Street have been straightened,
6 repaired and cleaned. During the Fall, DPW will continue where the contractor's work left off last year.
7 Fox tree did a tree evaluation. The big brick building was evaluated to level the building floor and make
8 repairs. It would cost about \$15,000 to level the floor and possibly another \$10,000 for additional repairs.

9
10 Cole Cemetery: monumentation has been cleaned up and straightened. A portion of the fence has been
11 repaired. DPW plans to put a vinyl split rail fence up this year using the uprights that are already there.
12 The landscaping along the stone wall will be cleaned up. There are a couple of unsightly trees that need
13 to be maintained. DPW will work with the property abutters regarding any trees that may need to be
14 removed in the future.

15
16 Glenwood/Mt. Calvary: There have been improvements everywhere. Some road repairs and potholes
17 have been fixed. They lifted the tree limbs up about 15 feet around the perimeter, making it easier to
18 mow. The Glenwood Fountain has been donated to the City. Fox Tree did an evaluation. The parking
19 area and upper driveway is deteriorating and will be looked at in the future. There are not enough funds
20 to rebuild the entire road. There is a structure being built at Mr. Calvary for the Logan fountain that was
21 donated about 5 years ago. It will be installed and setup with solar power.

22
23 Valley/Sacred Heart: The buildings are still useful and have had some work. However, the buildings will
24 need repair in the future. Monumentation repair would be helpful, but older cemeteries are being
25 addressed first. Fences will be addressed in the future and a new bike entrance to the Greenway is under
26 discussion.

27
28 West Lebanon: Cleaning up the turf around the stones has been done. Old granite posts have been
29 replaced and straightened. The white building will be sided, repainted and new doors are in the City
30 budget. The brick building needs new trim. It is being saved for a backup tomb at this time due to the
31 COVID. The soil and grass have been worked on, but it is still not in good condition. The grass that was
32 fertilized is growing and some of the weeds have diminished. If fertilizing occurs in the Fall it does not
33 create as much mowing maintenance. The existing soil was used in the test plots. Two different
34 application styles were done to determine the best results that are still economical. They hope to test the
35 compost from the landfill to see if it yields similar results. All the cemetery soils were tested last year,
36 and it looks like the 10-10-10 fertilizer, or the landfill equivalent will be beneficial at all the cemeteries.
37 They hope the seeds of good grass are still in the soil and will develop with the use of fertilizer. Fran
38 asked about combining two different kinds of grass that germinate at different times of the year. It was
39 not clear that it would be beneficial, and they are hoping for perennial grass that will grow the entire
40 season.

41
42 Chair Painter asked the members to return to the cemeteries to do the assessments using the same
43 categories that were used for the last inventory. There will not be an inventory system for at least a year.
44 She will put together a new format that includes the information that was obtained last year and will
45 provide it to the members to use as a template. Beehive will be useful for keeping track of the
46 maintenance that is done by DPW and the costs associated with doing the maintenance.

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48 The inventory will be looked at and discussed after each member has done their own inventory. Chair
49 Painter will consolidate the information for everyone to review. They will aim for September or the
50 October meeting at the latest.

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V. NEW BUSINESS

The next meeting will be the September 9th due to the primary election on the normal date.

VI. FUTURE AGENDA ITEMS

A. Access to the Mascoma Greenway through Valley Cemetery

VII. ADJOURNMENT

Mr. Palazzo MOVED for adjournment.

Seconded by Mr. Muzzy.

Roll Call Vote

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

None voted Nay.

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

The meeting was adjourned at 6:18 PM.

Respectfully Submitted,

Linda Billings

Recording Secretary