

FINAL

**CITY OF LEBANON
BOARD OF CEMETERY TRUSTEES
Minutes, Tuesday, January 8, 2019
City Hall – Council Chambers
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; Paula Maville – Deputy City Manager; James Donison – Public Works Director; Bruce Temple -- Assistant Director Public Works;

GUESTS: Patrick McCarthy -- Rickers Funeral Home, Robert Welsch, Sarah Welsch

I. CALL TO ORDER:

The meeting was called to order at 5:00 p.m. by Chair Susan Painter.

II. ACCEPTANCE OF MINUTES

The minutes were amended for punctuation, spelling, grammatical and typing errors. The call to order and adjournment times were corrected.

David Muzzy MOVED to approve the minutes of the December 11, 2018 Board of Cemetery Trustees as corrected. Seconded by Chair Painter.

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

III. DISCUSSION ITEMS

A. Review and Discuss Proposed Amendments to Bylaws (information previously distributed)

The Bylaws were in the December 11, 2018 packet. The Boards is reviewing the changes made by the attorney and Staff. Deputy City Manager Maville noted two follow up items that she is pursuing with the attorney. Under the membership section there will be two year terms, alternating term years for Ward representatives and At Large representatives. The second item for the attorney pertains to Section 9 and amending Bylaws. The members discussed grandfathering provisions for existing stones and graves.

Two members of the public, Robert and Sarah Welsch discussed repairs that have been made to existing grave stones. Bruce Temple stated the City is not making repairs to stones and in the future, if repairs are part of the City's responsibilities, it will be done by professionals.

The Board will prepare an annual report. The DPW will provide some guidance and statistics. It will be a culmination of the work the Board does throughout the year.

The members agreed to review the Bylaws at the next meeting, after receiving the final comments from the attorney.

B. Review and Discuss Proposed Amendment to City Coda Chapter 46, Cemeteries (information previously distributed)

The discussion started with reviewing the additional parts of Section 46-7 that were not reviewed at the prior meeting. They began with Curbing and Fencing. There were no revisions to this section.

Chair Painter suggested making the Monuments and Markers section its own section, named Monumentation, to facilitate finding the information in the Chapter. The language in the section was refined for specificity. Patrick McCarthy, from Rickers Funeral Home, offered an explanation regarding the materials and sizes of the foundations. He explained that corner markers do not require a foundation. There is a concrete foundation under the stones and the monuments. The City pours a foundation in place at the grave. Bruce Temple explained that foundations are poured three times a year. The Board determined that dimensions are important, but noted there is no process for approval of the materials of the monuments.

They discussed the requirement limiting one monument per lot that is currently in the Chapter and determined it was a reasonable expectation. The language was modified for clarity. Each grave in the lot is allowed to have a stone marker. There will remain a right to request Board approval to add more than one monument per lot.

Section 46-8 regarding Burials was reviewed. The Staff explained the City's burial procedures to the Board. They changed the name of Section 46-8E to Burial Days. It addresses legal holidays and errors of grave locations. Bruce Temple explained how errors could occur, such as determining where the new grave site should be located based on the information that is provided or available. Minor revisions were made to the section.

Perpetual Care was discussed next. The section will remain in the new Chapter.

Section 46-11 addresses Violations and Penalties. It is new language that was included in the draft at the recommendation of the attorney. There are no recommended changes.

Section 46-11, Authority of the Cemetery Trustees, is also new language that was drafted by the attorney. There are no recommended changes to the section.

The Board Members returned to the beginning of the Chapter. At previous meetings their discussions started in the middle of the Chapter in order to come to a common understanding of the meaning of cemeteries to prepare for their work as a Board.

They discussed Section 46-4 regarding traffic regulations. The language will remain limiting access to loaded trucks.

Bruce Temple informed the Board that DPW has planned some work in the Spring including work on sheds, roofs, and fences. They are still getting information about recommended products to use for the lawns and soil. They intend to do soil testing. One of the large mowers is up for replacement this year. It will cost about \$12-14,000. They purchased a new truck last year. Some small equipment, such as blowers and weed whips will also be purchased this year.

There were no further questions about Section 46-1 the Declaration of Policy or Section 46-2 the Application of Rules and Regulations.

Section 46-3 was discussed comprehensively. Section C is being revised, removing the language about rubbish receptacles, because none are provided in cemeteries. There was concern about Section D that was revised to prohibit dogs in the cemeteries. The Board determined to leave the original language that was written in the original Chapter. They discussed the section on smoking. For the time being it will remain in the chapter and will be reviewed by the Board before the final draft goes to the City Council. The rest of the section remains as written.

Chair Painter mentioned a grave that had motion activated music and lights. She asked if it should be considered for regulation.

C. Review and Discuss Cemetery Application and Deed format (information previously distributed)

Not Discussed.

IV. OTHER BUSINESS

A. FUTURE AGENDA ITEMS:

*** Green Burial Discussion**

The guest speaker will be invited to the February meeting to give a brief presentation and answer questions.

VI. ADJOURNMENT

Dave Muzzy MOVED for adjournment. Seconded by Fran Hanchett.

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

The meeting was adjourned at 7:07 p.m.

*Respectfully Submitted,
Linda Billings
Recording Secretary*