

**Cemetery Trustees Meeting Minutes - DRAFT**  
**April 5, 2016**

Attending: (x=attended; a=absent)

Woody Openo, Chairman	x
Atwood, Ray	x
Poulin, Beth	a
Roberge, Margaret	x
Shaw, Mary	a
Michael Bobinsky, Public Works Director	x
Visitors: Tim Metivier	x
Robert M. Belmore, City Manager	x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 4:00 PM

Minutes of the January Meeting

The minutes of the January meeting were approved unanimously.

Minutes of the March Meeting

The minutes of the March meeting were approved, with modification to the title to reflect meeting notes, rather than minutes, since there was no quorum at that meeting.

Director of Public Works' Report

The full report is incorporated herein by attachment hereto.

The City will be putting out a new RFP to solicit the grave excavation work within the next couple of weeks. The last bid solicited did not yield any results. We are hopeful that with some modification to the RFP, that this bid will generate some interest.

Margaret Roberge also expressed some concern about mowing near the chapel. Mike advised that as events arise, we can alert the contractor for special attention to that area.

Unfinished Business

- 1) Elect Vice-Chairperson – This matter was tabled until the next meeting. Woody Openo felt that the matter should not be discussed until all Trustees are in attendance.
- 2) Broken and Tilting Stones – The Trustees have expressed an interest in repairing stones in the Cemetery on an annual basis. Woody thought that John Wastrom could possibly advise the Trustees on the process of stone repair, and help to decide whether repairing stones

each year is financially feasible given the cemetery's budget. Michael Bobinsky suggested that the Trustees pick a nice day, and walk through the cemetery to inventory the stones that need to be repaired, then prioritize those stones (broken stones higher priority over tilting stones). The tilting stones might require a foundation. Maggie suggested dividing the cemetery into sections, and photographing the stones. Robert Belmore thought that Google Earth would be a good tool to utilize in creating new maps for the cemetery. He felt that Google Earth would provide more detail than the hand-drawn maps that currently exist at the Public Works office. Tim Metivier advised that he had previously sent the Trustees a link to an epoxy kit from a company that specializes in this type of repair. He believes the estimate on the epoxy was approximately \$60.00. The kit also includes a tinting so that you can match the color of the stone. The epoxy can be used on any type of stone. Maggie said that Stephen Roy should also be considered as he has done this type of repair in the past. Maggie also thought the Trustees could look to the Historical Society for volunteers.

- 3) Fence Repair – Mike felt that the Trustees might be able to utilize volunteers from Liberty Mutual for painting, etc. The City already has a large group assisting with the Mast Point Dam canoe launch. Another thought for obtaining volunteers was to utilize those who are required to perform community service. As well, there may be other companies, besides Liberty, who can be tapped into for volunteers. Maggie pointed out that other cemeteries just paint, and make smaller, limited repairs on an as-needed basis. The Main Gate on the North end is looking askew, and it also needs to be opened during Chapel/cemetery events.
- 4) Italianate Wellhouse – Touch-up was done about a year (or so) ago. The roof needs to be inspected. While it seems adequate, Woody would like to have it restored. Tim Metivier has pictures of the Italianate Wellhouse. There are presently some rotting boards where the wall was previously patched, also around the sill. Tim has sent a materials list to a supplier for a quote. Wide pine needs to be milled, and the company in Ashland does this. The paint is wood finished with shellac (or other preservative). The paint is not adhering well to the shellac. The historical layers of paint suggest that it was originally gray, then changed to white, recoated in white, then changed to gray, then white. Tim was disappointed not to find different coloring. It seems the wellhouse has been predominantly white its whole life. The layer of gray might have been primer. There was some discussion of changing it to a 3 color wellhouse, but the Trustees would like to keep the wellhouse at least “era appropriate”. Woody thought that the State Office might be able to give the Trustees a color palette to consider. Mike thought there might be some funds left in the FY16 budget, but would need to verify this. Tim reminds the Trustees that before funds are spent on the wellhouse, the chapel has a potential issue (bulge in the wall) that may need attention first. Woody reminded the Trustees that that was the purpose of the National Register – to be eligible for grant monies. The Trustees will be looking to obtain grant monies first for repairs, before spending money from the budget.
- 5) Spring Clean-Up (both cemeteries) – Woody feels that the Forest Glade Cemetery does not look so bad, but feels that the Horne Cemetery could use some attention (raking, and leaf removal).

- 6) Summer Events at the Chapel – Maggie advises that she is working on lining up speakers. She is hopeful that Lisa Musolf will be the first speaker for a discussion on the National Register Nomination process. Part of the grant process requires that Lisa do a presentation for the City Council. Maggie will reach out to her to see whether she might be receptive about a presentation for the residents, as well. In addition, Maggie would like to have flyers (indicating upcoming events at the chapel) made up for distribution during the Memorial Day Service.

### New Business

- 1) Second Rustic Wellhouse and Rectangular Wellhouse – The area around these wellhouses needs to be cleaned up. Maggie would like to see the vines left intact. Many people enjoy the “coolness” inside the wellhouse during the summer months. Tim indicated that the vines hold moisture, which promotes rot. Depending on the material of the wellhouse, leaving the vines intact might not be feasible. If the wellhouse is made of cedar, then it would be okay to leave the vines. Tim also indicates that it is important to maintain the vines, and not just let them grow. Maggie does not like the square wellhouse with the latticework around it. She feels the lattice does not fit. Tim recommends using cedar shake shingle on the roof. Woody indicated that the wellhouse does need a new roof as there is “something” growing on the existing roof. He would like to consult with Lisa to see what would fit. Tim agrees, as this wellhouse might not be as old as the Italianate wellhouse. If that is the case, the Trustees will have more latitude with materials that can be used. Mike wondered what the purpose of the discussion of this wellhouse was. Maggie explained that it was to identify a potential project. While the project might not get done, a discussion is still necessary to identify the project’s feasibility. Tim suggested the Trustees doing an inventory of their assets (buildings), then prioritizing them (1 to 5) as to the importance (scope) of work.

Woody Openo left at 5:03 PM, after which a *non-quorum* discussion continued, with Ray Atwood as the Chair:

- 2) Closing One or More Roads (Forest Glade) – Mike suggested signage to direct people on parking. Maggie agreed that signage would be good for burials and events at the Chapel. Some of the ground near the Chapel is uneven. Presently, people park at the top, then walk downhill. Maggie thought that parking should be at the bottom, instead. Tim interjected that the wellhouse would make a good Eagle Scout project, as well. Roads might also be closed in areas where the lots are full, and no burials can occur.

Tim Metivier left at 5:11 PM.

- 3) Tree Trimming, etc. at Forest Glade – Mike indicated that Public Works crews are also looking at problem areas within the cemetery, and encourage the Trustees to do the same.
- 4) Miscellaneous – Maggie also thought that the Lion’s Club (in addition to Eagle Scouts) could assist with the cemetery’s summer projects. There was also a discussion about the private burial grounds throughout the City. Mike indicated that Public Works could

afford some assistance with small welding projects at those sites. Maggie will contact Stackpole to determine whether there is interest in maintaining the burial grounds that abut his property(ies). Ray expressed an interest in accessing the Chapel before Memorial Day to fix the benches.

Next meeting scheduled for May 3, 2016 at 4:00 PM.

Meeting adjourned at 5:21 PM.



**MEMORANDUM, from Michael J. Bobinsky  
Director of Public Works & Utilities**

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**TO: Cemetery Board of Trustees**

**DATE: April 5, 2016**

**RE: March, 2016 Report**

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1. No burials were performed during the month of March.
2. A four-grave lot was sold to Rachel Bilodeau of Kennebunk, Maine. She anticipates burying her mother as soon as weather conditions allow.
3. We are working with the Director of Finance on re soliciting proposals plan for burial services at Forest Glade Cemetery. Recent bid solicitation resulted in receiving no proposals.
4. The Department will be conducting an inspection of the Cemetery during the week of April 4 to assess the schedule for opening of the cemetery. Staff has also initiated some clean up and more site work will occur during April. The Director met with the mowing contractor to begin preparing for the upcoming mowing season.
5. The FY17 City Budget is currently under review by the City Council. The City Manager presented his budget on Monday April 4 and a public hearing was held that day as well. Council will be deliberating budget proposals over the next few weeks. The Cemetery Trustees budget for FY17 is proposed to be \$8,770. The Current year budget is \$8,818.

Respectfully submitted,

Michael J. Bobinsky, Director of Public Works & Utilities