

Cemetery Trustees Meeting Minutes - DRAFT
July 6, 2017

Attending: (x=attended; a=absent)

Woody Openo, Chairman	a
Roberge, Margaret	x
Shaw, Mary, Acting Chairman	x
Wheland, Beth	x
Michael Bobinsky, Public Works Director	x

Visitors: Jenne Holmes, Historic District Commission	x
Jenna Dunham, Vice President, HDC	x
George Poulin, Historic District Commission	x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:37 AM

Minutes of the June Meeting

The minutes of the June meeting were reviewed and discussed. Maggie Roberge expressed concern that Paragraph #2 under New Business might be perceived as an unintended endorsement and requested the record reflect a general statement. Beth Wheland made a motion to accept the minutes with the requested change, Maggie seconded the motion, all voted in favor.

Comment by Visitors

Jenna Dunham, George Poulin, and Jenne Holmes from the Historic District Commission were in attendance at the meeting. Jenna expressed an interest in establishing a sub-committee with the members of the Cemetery Trustees to assist with the oversight of the Horne Cemetery located on Lord's Court. Maggie advised that the Cemetery Trustees are responsible for Horne Cemetery. It would be a question for the City whether one committee could incorporate a sub-committee from another committee into the first committee.

Discussion about the Horne Cemetery continued, and the Cemetery Trustees advise that their last visit to Horne Cemetery occurred last year when tree removal was arranged. Recently, it was discovered that vandalism had occurred to some of the grave stones. A report was filed with the Somersworth Police Department. Capt. Timmons suggested that the Cemetery Trustees might request the help of residents in the area to watch over the cemetery. From the pictures of the vandalism that Maggie showed the group, Mike Bobinsky counted three (3) stones marked by spray paint. He also notes that one of the marked stones was the Horne family stone. He wondered if this was a symbolic stone. Maggie indicated it is not; that it is just rundown.

Also discussed were maintenance issues at the Horne Cemetery. This cemetery is very old. Maggie expressed concern about the use of a lawn mower. She felt a more

appropriate application would be to limit clean up to the use of weed whackers only. Following discussion, there was a general consensus that a weed whacker might be too much.

Also inquiry about who owns the shrine. Is it part of the cemetery? Mary Shaw advises that the shrine was not there ten (10) years ago.

George Poulin would like to see a fence erected around the cemetery to help protect it. Maggie felt that even just a chain around the cemetery would be better than no fence. Also agreed was that signage would be helpful to alert citizens that a historical cemetery exists at the end of that road. Mary Shaw does not agree that a chain, or a pipe, around the cemetery would be enough to serve as fencing. She advises that chains disappear, and that pipes can be by-passed.

The Cemetery Trustees and the representatives from the Historic District Commission expressed their desire to schedule a work tour of the Horne Cemetery for both committees. Both committees would also like to see a basic delineation of the perimeter to make police enforcement possible. Also, Maggie reminds the group that the inventory book created by the Eagle Scout identifies the stones located within the cemetery with pictures. Both committees agree to a joint meeting on July 19, 2017 at 11:00 AM at the Horne Cemetery on Lord's Court. Jennifer Gosselin to prepare the agenda for the Clerk's Office to post.

Jenne Holmes announced that the Summersworth Museum turns 150 on August 13, 2015. To commemorate, a historical tour of six (6) sites has been planned. One of the sites will be the Chapel in the Forest Glade Cemetery. Jenne asked if the tour could include the installation ceremony for the historical plaque and reception. Maggie regretfully advised that the Trustees are not ready for that.

The visitors departed the meeting at 11:02 AM.

Report of Special Projects of Sitting Members

A. Chapter 17 (Trustees, Officers' terms)

Maggie attended the annual Trust Fund Administration seminar that is hosted by the Attorney General's office. There she learned that while the term of the Cemetery Trustees is three (3) years, the officers are elected annually per state statute.

Maggie also reports that she will need to schedule a meeting with Mike to discuss the financial piece of Chapter 17. Mike indicated he would contact Maggie to schedule the review.

B. Chapel Summer Series

The events of the series have been finalized.

The last event (Peter Michaud) was well-attended and well-received. The string quartet is the next event. Maggie spoke with Finance Director, Scott Smith, regarding

the stipend for the quartet. She was advised that the request needs to go through the City Manager. Scott was confident that, upon approval, the check could be available for issue at the event. Mike asked if an advance invoice could be sent to the Public Works Department for processing to help facilitate the issuance of the check.

The final, September event brings author and humorist Rebecca Rule to the Chapel. Rebecca charges mileage, so Maggie plans on providing her with a gas card as she is coming from Northwood.

Overall, the Trustees are pleased with this year's attendance of events. They feel that the events have been well-advertised (Foster's, new message boards, and Frisbie Memorial).

C. Establishing Friends Group

The Trustees are in the process of completing the 501(c)(3) paperwork, establishing a post office box, and creating a .org website. Once approved, they can proceed to collect donations. The expected turnaround time for approval is approximately one (1) month. The Trustees will use GoDaddy™ as it was recommended by Montana West at the UNH. A minimal annual charge is expected.

Director of Public Works' Report

The Director's Report is attached hereto and incorporated herein by reference. Mary Shaw requested a tour with Mike Bobinsky to identify areas that have not been well-maintained. Mike will contact our mowing contractor, JLG, with the dates of the chapel events so the mowing can be done in advance of those dates.

Unfinished Business

- 1.) Grave Excavation Rules and Fees – Mary Shaw asked for the Rules and Regulations as well as the current fee schedule to be e-mailed to the Trustees for discussion at the next meeting. They also would like to discuss with Scott Smith that all funds collected from the sale of the cemetery lots should be going into Perpetual Care. According to State Law, it can be done.

Mike reminds the Trustees that the rules need to be updated to reflect the use of an outside contractor, who will bill the funeral homes directly, and the occasional use of City forces, when appropriate. The Chapter 17 Sub-Committee will recommend updates for the Trustees to vote on.

- 2.) Status of Moose Plate Grant Application – No additional updates have been received pertinent to the application submitted in May.
- 3.) Italianate Wellhouse Repair – Topic covered as part of the Director's Report (attached). Repairs are complete; well house is ready for painting.

New Business

- 1) Election of Officers – Maggie Roberge nominated Mary Shaw to serve as the Chair for fiscal year 2018. The nomination was seconded by Beth Wheland. All members voted unanimously to accept the nomination.

Beth Wheland nominated Maggie Roberge to serve as Vice Chair for fiscal year 2018. The nomination was seconded by Mary Shaw. All members voted unanimously to accept the nomination.

- 2) Lawn Care - Topic covered as part of the Director's Report (attached). Mike is working with the contractor on quality control. Also, will meet with the Trustees to identify the areas they are concerned are not receiving enough attention.
- 3) Standards – Size of Monuments – There has been a request from a family who recently purchased a four-grave lot for approval of the monument they have picked out to honor their mother. The monument is 6' tall and 6 ½' wide. The current Rules and Regulations are silent on the size of the monument allowed in the cemetery.

Mike Bobinsky has researched other communities' regulations as to the allowable size of monuments in cemeteries. Most communities specify that the base of the monument may not exceed 60% of the width of the lot. Mike is recommending that the Trustees adopt this guideline, as well. Maggie points out that the lot in question is in the back of the cemetery, so it should not be a problem for the family to have the monument installed. Beth dissents, advising that they are adopting a new requirement to be applied to all lots, not just for one (1) family plot. Maggie indicates that other monuments in the same area do not exceed three feet (3'). She wondered if four feet (4') could be allowed. Mike indicated four feet (4') can be decided on as a new standard. Mary raised concerns about vandals removing the statue.

Maggie Roberge made a motion that monuments on four (4) grave family plots may not exceed the dimensions of four feet (4') in height, and the base may not exceed 60% of the lot's width. Mary Shaw seconded the motion. All members voted unanimously to accept the monument standards.

- 4) Horne Cemetery Vandalism – See “Comments by Visitors” above – discussion was held earlier in the meeting.

Next meeting scheduled for August 3, 2017 at 10:30 AM

Maggie made a motion to adjourn; Beth seconded – all in favor.

Meeting adjourned at 12:05 PM



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

TO: Cemetery Board of Trustees

DATE: July 6, 2017

RE: Monthly Report

The following summarizes key activities involving Forest Glade Cemetery during the monthly reporting period:

- 1.) No burials to report since last reporting.
- 2.) JLG landscaping on full mowing operation. Contractor mows cemetery in sections. I am working with contractor on specific elements of quality control.
- 3.) Joined Trustees Maggie Roberge and Mary Shaw at the June 19th Cemetery Trustees meeting in Concord. Assistant Attorney General gave a briefing on a wide range of topics dealing with cemetery operations and trust accounts. Obtained additional workbooks for trustee member.
- 4.) Contractor completed prep work to the Italianate Well House. Now ready to be repainted.
- 5.) FY18 budget is in effect now. Cemetery budget allowed for maintenance and repairs including selected head stones.
- 6.) Working with Trustees on replacing/repairing heating grates in the Chapel. Highway personnel was able to repair one damaged heating grate and staff will be purchasing a replacement antique grate that closely matches the other grates at Portland Salvage, antique dealer in Portland, Maine.
- 7.) Requested Police investigate, file a report on reported vandalism to 2-3 headstones at the Horne Cemetery.

Respectfully submitted,

Michael J. Bobinsky
Director of Public Works & Utilities