

Cemetery Trustees Meeting Minutes - DRAFT
August 3, 2017

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:47 AM

Minutes of the July Meeting

Margaret Roberge expressed a couple of concerns with the minutes in general. First, was that the past draft minutes have not been replaced with finalized and/or corrected versions. Also, the minutes appear to report everything. Maggie would like to see less detail about discussions held during the meetings. Not everything discussed is a matter of public record. Jennifer Gosselin reminded the group that things discussed off-record need to be prefaced to distinguish those items for the recording clerk. These are public meetings and everything discussed is a matter of public record, unless it is so declared before the discussion. Michael Bobinsky indicated that we would look into the final minutes and why they have not been posted. We may need to amend our procedure for submission.

Maggie made a motion to accept the July minutes, as is. Woody Openo seconded. The July minutes were accepted by unanimous consent.

Communications

Maggie received an e-mail from Zach Andrews with an Eagle Scout project proposal. He would like to provide locations of all of the veteran graves throughout the Forest Glade Cemetery. He anticipates completing the project by March, 2018. Mary Shaw advises that veterans did not always receive a veteran's marker. At one time, they were only provided if the grave would have been otherwise left unmarked. Only in the last ten (10) years or so has the government began issuing veteran markers to all veterans. Maggie suggested that Zach go to a Veterans Administration website, and obtain a list of all veterans buried in Somersworth, then locate those specific graves. Additional suggestions made by Maggie and Mary were made to create a map with all of the graves located in the Forest Glade Cemetery (not just the veterans), and to map all of the cemeteries in Somersworth, as church cemeteries also have veterans buried in them. The Trustees acknowledged that the enhanced scope of work would increase the volume of the project, and further suggest that a second scout could assist. Woody would like to see dates of service of the individual veteran included in the information reported.

Maggie has had discussions with the City of Bedford, NH, about their grave finding software. Theirs was specifically created for the City of Bedford. The person who created it is open to discussions about creating a similar program for the City of Somersworth. Also, implementation of this software should include the creation of a “Trustees Corner” at the Public Works office where the Trustees could come in and work.

Zach Andrews and his Scoutmaster will be invited to meet with the Cemetery Trustees’ sub-committee, which will be comprised of Woody and Mary. They will report the outcome of this meeting at the September Cemetery Trustees meeting.

Maggie made a motion for the sub-committee to meet with Zach and his Scoutmaster. The motion was seconded by Woody. All present voted unanimously for the meeting.

Maggie asks whether the black sign posts and missing signs for the avenues of the Forest Glade Cemetery are located in the shed in the back of the cemetery. She would like to see those re-installed as a Scout project, as well.

Director of Public Works’ Report

The Director’s Report is attached hereto and incorporated herein by reference.

Report of Special Projects of Sitting Members

A. Chapel Summer Series

The last event (string quartet) was well-attended and well-received.

Thoughts for next year’s events include a music series and two (2) historical events.

B. Garden Area in front of Chapel

This topic was previously addressed in the Director’s Report attached hereto and incorporated herein.

C. Friend Group Development Update

Member Beth Wheland heads this project. The Trustees look forward to her report and update next month.

Unfinished Business

- 1.) Status of Moose Plate Grant Application – No additional updates have been received pertinent to the application submitted in May.
- 2.) Lawn Care – This topic was previously addressed in the Director’s Report attached hereto and incorporated herein.
- 3.) Standards for Monuments – This still needs development. The current proposal is for the length of the base to be not greater than 60% of the total lot width, and no taller than 4’. Monuments will still only be allowed on four (4) grave lots. Mike recommends

codification of this requirement so that staff can incorporate them into the Rules and Regulations.

New Business

- 1) Workshop for Monument Cleaning – Maggie reports to the group that the Town of Bedford has taught a group how to properly clean gravestones. They will offer another class this month. The gentleman who is offering the class is also planning a Seacoast class. He has agreed to look at the Horne Cemetery at that time. If we host a class, it will be held in the Public Burying Ground section of the Forest Glade Cemetery. It would be a good project for a Girl Scout/Boy Scout troop. We would train the troop leaders, who could then carry the information back to their respective troops. We would be looking toward late summer/early fall (September?) to host. Woody asked why we would not be using the outfit from Connecticut. Maggie indicates that logistically, it would be easier for a group to come from Bedford, NH, than from Connecticut.
- 2) Working Plan for Horne Cemetery – The basic plan is for weed whacking to be done and for the installation of a sign indicating “City of Somersworth – Horne Cemetery”. A survey and fence installation will need to be done as part of the comprehensive plan. A contractor will need to be hired to perform the survey work as there is not a licensed surveyor on staff. Maggie offered to contact the Greek cemetery as theirs was just surveyed. She would like to get an idea of the cost of the survey work. Mike indicates she should expect a figure between \$1k and \$3k. Mary reminds us that Forest Glade also needs to be surveyed. This should be a separate proposal when the RFP is prepared. Once we have an idea of the cost, we can then plan within the budget how and when to have the work performed.
- 3) Future Agenda Items –
 - A. Boy Scout Project
 - B. Stone Repair and Details of the Workshop
 - C. Summers Series Updates
 - D. Transitory Decorations of Graves-Rules and Regulation Updates
 - E. Italianate wellhouse painting project.
- 4) Miscellaneous – Woody asked when the Italianate wellhouse would be painted. He also wondered whether the paint color should be reviewed to ensure it comports with the historical era when the wellhouse was erected. Mike indicated that this would be a good discussion for our next meeting as it is now a budget question. Mike did agree that the next step should be to research the pain for the historic color of the wellhouse and report to the committee at the next meeting. Mary indicates that a good place to begin that research would be the museum. George Poulin might have a postcard depicting the wellhouse in its original color.

Maggie advises that there are original cemetery deeds at the museum. Maggie would like to see them restored to the cemetery records. The deeds are the family deeds of lots sold. Frank Kennedy is a collector of Somersworth items – things may have been mailed

directly to him – and he has brought many of them to the historical society. One can typically obtain a copy from George.

Michael Bobinsky departed the meeting at 11:47 AM

Maggie would like to propose some changes to the existing Rules and Regulations, such as: no artificial flowers during summer months, wreaths would be allowed during the winter, real flowers must be on shepard's hooks, and no silk flowers – plastic only. This will be added as topic for the next Trustees meeting.

Next meeting scheduled for September 7, 2017 at 10:30 AM

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

Meeting adjourned at 11:49 AM



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

TO: Cemetery Board of Trustees

DATE: August 3, 2017

RE: Monthly Report

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

- 1.) The following burials took place during the month of July:
 - a. Walter Walsh, July 14, full grave
 - b. Arthur Coffran, July 21, full grave
 - c. Franklin Corliss, July 22, cremains
- 2.) Met with Mary Shaw at Forest Glade Cemetery on July 14th for a site tour of the Forest Glade Cemetery grounds. The purpose was to review the overall maintenance and mowing levels.
- 3.) As a follow-up to the joint meeting with the Cemetery Trustees and the Historic Preservation Commission, we sent letter to abutters of Horne Cemetery on August 2, alerting residents to report on any suspicious activity that may be observed. The Department is in the process of scheduling mowing, and trimming of the grass at Horne Cemetery and to arrange the installation of a sign to designate the area.
- 4.) Highway crews removed overgrown shrubs from the garden in front of the Chapel during mid-July. Staff understands that the Cemetery Trustees and the future Friends of Forest Glade Cemetery will be involved with a new design for the garden and will be arranging separately future plantings following an approved design plan.
- 5.) Resolved a recently sold family grave space along Avenue KS. As staff was finalizing the deed on the graves we discovered that the location was already sold and or occupied by an unmarked grave. I was able to meet with the family and offer 4 plots immediately next to where we originally sold the lots and they were all satisfied with the resolution.

Respectfully submitted,

Michael J. Bobinsky
Director of Public Works & Utilities