

**AMENDED Cemetery Trustees Meeting Minutes
October 5, 2017**

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:35 AM

Minutes of the September Meeting

The word “Italianate” in Paragraph 4 under “Unfinished Business” was misspelled. Woody Openo made a Motion to Accept the minutes with the proposed change; Neil Larson seconded. All in favor.

Communications

Email from Will and Lisa Connell was shared. They are still interested in both cleaning the historic headstones and leading a workshop on headstone cleaning for which they had previously provided a quote. However they advised Mike Bobinsky they are not available until this spring 2018.

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 sandwich board signs have been packed away until next summer.

B. Garden Area in front of Chapel

The Trustees learned of a new group that assists cemeteries with garden spots. Also, an individual has offered to assist with obtaining plant donations for this spot.

C. Friend Group Development Update

The formation of the Friends group is on hold until January. An attorney has been consulted for assistance with the formation of the Friends groups’ non-profit status.

D. Report on Chapel Workshop, Next Steps

The next step is to apply for a NH Preservation Alliance Assessment grant. Trustees to work with City staff on preparing the application. The chapel will have to be assessed prior to applying for the L-Chip grant for repairs.

Unfinished Business

A. Status of Moose Plate Grant Application

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

B. Lawn Care

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

C. Standards for Monuments

Margaret Roberge made a Motion to Approve the dimensions for monuments as discussed at the August 3, 2017 meeting. Neil seconded. All in favor. The Rules and Regulations will be updated to reflect the accepted dimensions for monuments on four (4) or more grave lots.

D. Italianate Wellhouse

Peter Michaud of NH DHR was consulted and advises that California Paints specializes in historical palettes. Two color palettes were considered: tan and light gray. Maggie made a motion to use the light gray color palette; Woody seconded. All in favor. Mike will meet on site with Woody to review painting plans to assist with preparing RFP's for the future painting work.

New Business

A. Workshop for Monument Cleaning

Previously discussed earlier in the meeting under "Communications".

B. Working Plan for Horne Cemetery

Director Michael Bobinsky is working on signage stating "Historical Horne Cemetery" along with the hours. Also discussed was a marker containing a synopsis of the historic significance of Horne Cemetery.

C. Future Agenda Items

1. Two (2) additional sandwich boards

D. Miscellaneous

For the FY19 budget, the Trustees plan to get proposals to install a fence at Horne Cemetery, and a sign to show the entrance to the cemetery. A survey will need to be done before the fence can be installed.

Next meeting scheduled for November 2, 2017 at 10:30 AM at the Department of Public Works & Utilities Facility, 18 Lilac Lane, Somersworth, NH

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

Meeting adjourned at 12:08 PM



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

TO: Cemetery Board of Trustees

DATE: October 5, 2017

RE: Monthly Report

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

- 1) Key item to report is receiving the news that the City's Moose Grant application for \$10,000 to repair the main entrance gates to the Cemetery off of Maple Street was approved. A future City Council resolution is being prepared to formally accept the grant and the grant funds. The grant agreement requires various endorsements and will require that the City follow standard purchasing procedures for securing contractors to conduct the repairs. Compliments to the Trustees and their work on the grant application. Our application was very well received by the State Division of Historical Resources.
- 2) Welcome Neil Larson, our newest Trustees, appointed by the Mayor and approved by the City Council at the October 2, City Council meeting.
- 3) There was one (1) cremation burial in the Forest Glade Cemetery since my last reporting.
- 4) I received a verbal report from Zach Andrews about his Eagle Scout project. Zach had a rain out recently and was not able to start conducting the site field investigation yet. We made copies of a former Cemetery Inventory Report that Zach is using to supplement field data as to who is buried in the Cemetery. That report is also available to the Trustees as needed.
- 5) The Trustees held a workshop meeting at the Chapel on the 20th of September for the purpose of discussing special grant funds to be used for preparing a condition assessment report of the Chapel. Grant funds may be available for the City to pay for the cost of this assessments; local match may be able to come from the Cemetery Trust Funds.
- 6) Fall cleanup work in the Cemetery is in the planning stages at this time.

Respectfully submitted,

Michael J. Bobinsky
Director of Public Works & Utilities