

## **Cemetery Trustees Meeting Minutes March 1, 2018**

Attending: (x=attended; a=absent)

Mary Shaw, Chairman	x
Margaret Roberge, Vice Chairman	x
Woody Openo	x
Neil Larson	x
Amy LaBelle	a
Michael J. Bobinsky, Director of Public Works	x

Visitors:

Zach Andrews, Eagle Scout	x
John Andrews, Scoutmaster	x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:06 AM

### Director of Public Works' Report

Director Michael Bobinsky opened the meeting by touching on the points outlined in his Director's report, with particular focus on the chapel assessment. As well, as new budget line item was highlighted.

### Reports of Special Projects of Sitting Members

#### A. Chapel Summer Series

In working on the program for the Chapel Summer series of speakers and performers, Trustees have expressed an interest in confirming Epoch Preservation from Ipswich, MA, to host a workshop at the Chapel. Preliminary conversations suggest that they would be willing to do so at no charge. As well, Trustees have reached out to the Museum/Historic Society to suggest collaboration on events. They also discussed asking the Somersworth 125<sup>th</sup> Anniversary Committee to collaborate, as well.

Also discussed was the proposed FY19 Cemetery Budget with funding to continue the Chapel Summer Series. The Trustees may not be able to have the monthly event on the last Sunday of each month due to other competing events. The consensus was to continue to hold the event monthly, even if the 4<sup>th</sup> Sunday is not always possible.

### Unfinished Business

#### A. Zach Andrews – Eagle Scout Project Update

Zach Andrews gave the Trustees an update on his project. Trustees were advised that Zach created a search book with maps, names, and dates of all known veterans buried in Somersworth. Utilizing the map, volunteers were assigned sections in which to flag all of the veteran graves. This involved both making sure that the names and dates provided by Zach were correct as well as recording any grave information that had not been previously obtained to ensure inclusion in the project. The information was compiled into a spreadsheet format. To date, 182 veteran graves have been

identified. Zach was confident that this is not a precise count, but rather an estimation until his research can be finalized.

With the help of Scoutmaster John Andrews, the Trustees received a demonstration of how the online database would work. Mapbox has been selected for the platform. Zach's spreadsheet was uploaded to provide the data for the searches. They are still in the process of entering the GPS coordinates of each grave.

Margaret Roberge sponsored a motion for the Eagle Scout project to be assigned a sub-committee, to be headed by Neil Larson, and who is to serve as a point of contact for Zach and John. Neil Larson seconded the motion; All Trustees voted in favor. Motion passed.

### New Business

#### A. Trustees and Their Terms

Trustee's terms are three (3) year terms as determined by the City Manager and the City Council. Trustees must keep track of their own dates and reapply for their seat at the end of each term. Also, the oath must be re-administered at the time confirmation of re-appointment is made.

#### B. Status Report of NH Preservation Alliance Grant Project

This was previously discussed as part of the Director's Report. Trustees have also expressed an interest in having the gate, the garden, and the John Straw stone used by local media as a public relations piece to conclude each project.

#### C. New Hampshire Cemetery Association Spring Meeting

The Annual Spring meeting will be held on April 4, 2018, at the Derryfield in Manchester, NH. Trustees interested in going need to sign up. Forms can be obtained at [www.nhcemetery.org/meetings](http://www.nhcemetery.org/meetings).

### Minutes of the January Meeting

The minutes were reviewed by the Trustees. Neil Larson sponsored a motion to accept the minutes. The motion was seconded by Woody Openo – the vote was unanimous.

### Miscellaneous Discussions

- A. Trustees have been in discussions with an attorney regarding the formation of a Friends group. At this time, the Trustees have decided to not pursue establishing a Friends Group. If a benefactor was interested in making a donation to the Cemetery, Trustees felt it should be done within the parameters of a Trust. Trustees felt that based on some research, a Friends Group would not be as autonomous as originally thought and that direct donations would function as well.

Neil Larson sponsored the Motion to Dismiss; Woody Openo seconded – All in favor.

Meeting adjourned at 11:30 AM.