

## **Cemetery Trustees Meeting Minutes June 7, 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

Recording: Jennifer Gosselin, Executive Assistant

Mary Shaw opened the meeting opened at 11:00 AM

### Minutes of May Meeting

Minutes were reviewed; Margaret Roberge moved and Woody Openo seconded approval of the May Minutes. All voted in favor to accept the Minutes.

### Comments by Visitors

There were no visitors at this months' meeting.

### Communications

There were no communications sent to the Trustees

### Director of Public Works' Report

Director Michael Bobinsky reviewed key points outlined in his Director's report.

### Reports of Special Projects of Sitting Members

#### A. Chapel Summer Series

Maggie reported that the Memorial Day event was successful. Several people attended and Zach Andrews presented his Eagle Scout project.

#### B. Chapel Garden

This topic was tabled until the next meeting.

#### C. Eagle Scout Zach Andrews Project Update

Neil Larson reports that the next step should be to prepare a hosting plan to make the website available for public use. Mary Shaw recommended holding a workshop and inviting Zach Andrews and his parents to involve them in the proposed transfer to the City. Neil made a motion to hold the workshop; Maggie seconded; all were in favor.

### Unfinished Business

#### A. Rewrite of Chapter 17 Ordinance

Mike presented his proposed edits to the Trustees. Mary indicated her desire to table the discussion until she and Mike meet to discuss. Mary feels that there are more

items that need to be edited than just the term limits, specifically in sections 17.7 and 17.8.

*Note by Mike: Mike will meet and discuss further with Mary and determine if this effort requires endorsement by the City Manager and or the Mayor due to potential for more effort and staff resources.*

B. National Registry Plaque

The Trustees are obtaining a proof from Franklin Bronze Plaques that will be less expensive than the ones they have been discussing from Erie Landmark Company. The Trustees have consulted with Peter Michaud at the NH Division of Historic Resources and he recommended having the words “Forest Glade Cemetery” written at the bottom of the plaque, rather than the date.

C. Moose Plate Grant Project Status

Mike has received comments on the specifications and is updating the Request for Bid based upon those comments.

D. Assessment of Chapel

The Director addressed this topic in his report to the Trustees.

Miscellaneous

Mary asked for two (2) volunteers to work with the Historic District Commission based on their request during the last meeting. Discussion was held and the Trustees had some questions pertaining to commitments, communication, and objectives. Woody Openo offered to seek clarification from George Poulin before the next meeting.

Summer Trustee meeting schedule was discussed. Woody made motion for the next meeting to be held in August to accommodate travel schedules; Neil seconded the motion. All were in favor. The next meeting will be held on August 16, 2018 at 10:00 AM at the Department of Public Works.

Maggie raised concerns about the mowing and trimming in the cemetery. The Trustees feel that the mowing in the back needs to go further back. Mike will follow-up with the City’s mowing contractor to discuss the reported concerns.

Woody Openo moved and Maggie Roberge seconded the motion to adjourn the meeting. All in favor.

Meeting adjourned at 12:16 PM.