

Cemetery Trustees Meeting Minutes December 6, 2018

Attending: (x=attended; a=absent)

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

Recording: Michael J. Bobinsky, Director of Public Works

Mary Shaw opened the meeting at 10:00 AM

-Action on the October 2018 meeting minutes.

-Maggie Roberge moves and Amy Labelle seconds the motion to approve the October 2018 meeting minutes. All voted in favor of the motion.

-Communications

-Maggie Roberge discussed possibly volunteer efforts to complete the Chapel Garden improvements with UNH students enrolled in the School of Horticulture, training for careers in landscape design, and or construction. Trustees liked the potential of this and asked Maggie to bring this topic back before the Trustees at the March meeting for further consideration and possibility of students using the Chapel Garden as a spring project.

-Director of Public Work's Report – Mike reviewed the attached report. Mike also discussed the FY20 Budget development and distributed copies of the FY19 Cemetery Budget for Trustees information, Staff received some specific feedback on suggestions for FY20 Budget for consideration during future budget deliberations in the spring. Mike advised that the Department would be proposing a slight increase in the maintenance budget namely due to funds for tree removal. Trustees had suggestions and were encouraged to send any other ideas to the Director by end of the week to meet an internal budget target. Trustees had a suggestion for resurfacing the main path way off of Maple St and along the front of the Cemetery; this may be a capital outlay item in the future.

Chapel Garden – will bring up again in spring; Nothing to Report at this time.

Unfinished Business

A. -Chapel Assessment Report – Woody discussed the need to pursue State grant possibilities to fund the Chapel repairs as outlined in the Assessment Report. LCHIP and other State or Fed Preservation Grants. Woody also suggested that City staff work closely with Amy Dixon of the State Preservation Office on learning what is available, grant application deadlines and eligible projects. Grant seeking will be an on-going effort that both Trustees and staff will work together on. A future

workshop with State Preservation officials would be useful for the Trustees to learn more. Mike was asked to organize workshop with Amy Dixon of the State and the Trustees for some time in the early part of 2019.

- B. -Moose Plate Grant – Mike stated he reported on status of the Moose Plate Grant in Directors Report. Staff will get a proposal from Cassidy Brothers on gate restoration and will seek a cost proposal from a local contractor to make the repairs to the granite pillars. The cost of the repairs must fit in with the \$10,000 grant allocated for this project. Staff is hopeful that depending upon the availability of Cassidy Bros and reaching an agreement on the cost, the work may be able to be started in January, 2019, weather permitting.
- C. Well House Roof Material -Woody reported that roof is made of cedar.
-Staff will proceed w/getting quotes on cedar roofing materials. The Trustees also asked staff to look into the roof contract or specifications used to restore the Rustic Well House back in the summer of 2015, which were cedar shakes as well.

Woody Moved, Neil seconded the motion to adjourn meeting.

11:15 am

Respectfully Submitted by the Recording Secretary

Michael J. Bobinsky
Director of Public Works