

Cemetery Meeting Minutes
Thursday, October 1, 2020
City Hall Chambers

Attendance:

Michael Bobinsky- Director of Public Works
Bob Belmore- City Manager
Maggie Robrerger- New Chair
Neil Larson- New Vice Chair
Woody Openo
Mark Richardson
Amy LaBelle- Secretary

Maggie opened the meeting at 3:30pm.

Minutes of March 10, 2020

The minutes were approved. Maggie Roberge moved to accept the minutes. Woody Openo seconded the motion. All in favor.

Comments by Visitors

No visitors present at the meeting.

Director of Public Works Report

The Director's report was reviewed by all members with Michael Bobinsky.

The following highlights were mentioned:

- a. City engineer, Gary Lemay, working with the Trustees and staff initiated an update to the cremation garden layout. The layout plan was updated to accommodate future burials; plots were pinned for easy location.
- b. During the past several months, Trustees have not held meetings due to Covid-19. During this time the cemetery has gone through late winter, spring, and the summer season for basic maintenance. Liberty Mutual volunteers and Strafford County inmates were not available for spring clean-up due to the response to Covid-19. However, Maggie Roberge organized a series of volunteer clean-up events at the Forest Glade over the summer, which made a noticeable difference. Significant drought in the area has affected the mowing schedule needs during the late Summer, early Fall. The mowing schedule is wrapping up for the season.
- c. There have been three burials at the Cemetery during this time. A Fall casket burial is scheduled for Saturday, October 10. Staff has observed more burial services without funeral directors and we will be looking to the Trustees to assist with preparing guidelines to share with prospective families when they want to schedule services without a funeral director.
- d. The Department has been working with Tom Duffy on burial excavation and site preparati

- e. The request for bids for the Furber Chapel slate roof went out in early August. All bids were received by August, 27, 2020. Four bids were received and staff is completing its recommendation to the City Manager. Background investigations have been underway for Alden Bailey Restorations.

Old Business

1. Chapel roof bids- Michael Bobinsky met in person with Alden Bailey. He comes with experience and a knowledge of the historical restoration process. Michael Bobinsky will fill out the document that states that historical protocols will be followed. Unsure if it will be completed by the end of 2020. L-Chip grant is good until Summer 2021.
2. Cremation Garden-was worked on over the summer. All plots have plotted and all plots are doubles. Remains will be buried side by side. New map took into account the tree root growth.
3. Too many decorations/ornaments- possibly a new item in our Guidelines.
4. Maggie Roberge will seek surrounding area cemetery protocols. Trustees will compose new Protocols and Guidelines this winter.
5. Update on Italianate Well House. Woody Openo noted that we had it painted. Is there money in the budget for a new roof? Possibly a cedar shingle roof? Seating? It would be a nice place to sit within our historical cemetery. Bobinsky to possibly get quotes for a cedar shingle roof. Will continue to keep the Well House on the agenda. Maggie Roberge noted that there is money in the 2020 FY budget for maintenance. However, we need to have some larger branches removed.
6. Maggie Roberge brought up the idea of fixing and painting the fence. She noted that the fence was the "Gateway to the Cemetery"
 - a. Only 5 panels have been painted at this time.
 - b. Maggie Roberge will solicit bids, once Michael Bobinsky creates the speck bid.
 - c. Mark Richardson made a motion to start working on the fence. Woody Openo seconded the motion. All in favor of painting the fence.
7. Neil Larson asked if there was a list of preferred vendors for painting, tree cutting, etc.?
 - a. No, but there are some that we have used in the past.
8. Mark Richardson asked about paving? Is there a grant we could apply for?
 - a. Yes. There is an advantage too because we are on the National Historic Registry. More details at the November meeting.
 - b. The Department of Public Works has filled in some of the deeper holes in the road.

New Business

1. Election of new officers.
 - a. Amy LaBelle nominated Maggie Roberge for Head Chair. Neil Larson seconded the motion. All in favor.
2. Maggie Roberge nominated Neil Larson for Vice Chair. Woody Openo seconded the motion. All in favor.
3. Amy LaBelle will be the note taker.

Miscellaneous

No miscellaneous business at this time.

Amy LaBelle moved to adjourn the meeting. Neil Larson seconded the motion. Meeting adjourned at 4:42 pm.

Next meeting Thursday, November 5, 2020 at 3:30 pm (Location TBD)