

Cemetery Meeting Minutes **Thursday, February 10, 2022**

Attendance:

Michael Bobinsky- Director of Public Works
Margaret Roberge- Chair
Neil Larson- Vice Chair
Woody Openo
Mark Richardson
Keri Gordon

Maggie opened the meeting at 3:30pm.

Minutes of December 16, 2021

Neil Larson moved to accept the minutes. Woody Openo seconded the motion. All in favor of the amended meeting minutes. Minutes approved.

Comments by Visitors

No visitors and no formal correspondence.

Director of Public Works Report:

The Director's report was reviewed by all members with Michael Bobinsky.
The following highlights were mentioned:

- a. Forest Glade Cemetery continues to be closed for the winter season. Staff will monitor conditions throughout the winter and will communicate with Trustees about opening date.
- b. Staff met with Bob Bellmore and Scott Smith on the FY23 Budget. FY22 Budget was \$8,770 and FY23 proposal is currently level funded. Staff will be providing Bob and Scoot more information on a proposal to purchase a burial records software program that would be in addition to the current budget.
- c. Staff will be working with JLG Landscaping in early March to begin planning and reviewing operational expectations for spring-fall growing season.
- d. Staff has been working on a survey of burial rates from surrounding municipal and church cemeteries as a comparison to Forest Glade's current rates.
- e. Staff has completed the final paperwork related to the LCHIP grant to obtain the remaining 20% reimbursement the City is eligible for on the slate roof. Staff will be seeking input from Trustees on an LCHIP plaque design and location.
- f. Staff and the Trustees will review the current Rules and Regulations and discuss any changes recommended to staff prior to opening Forest Glade for the spring 2022.
- g. City received an approved Moose Plate grant agreement in January from the NH Division of Historic Resources, enabling the City to proceed with the Italianate Well House Roof Replacement. Staff is planning to release the bid specification in late February/early March.

- h. A copy of Chapter 17 from the City Ordinance was handed out at the meeting for review. The ordinance will need to be amended by City Council depending upon what the Trustees recommend for the fee adjustments and Rules and Regulations.

Old Business:

Forest Glade Rates

- a. After review and discussion that included a review of area cemetery burial property costs, Maggie Roberge made a motion to increase prices of Burial Lots at Forest Glade from \$500 to \$700 for full plot and from \$200 to \$400 for a double cremation plot effective April 2022 (this does not include interment fees). Neil Larson seconded the motions. All in favor. Maggie will prepare a letter with a rate comparison to present to Bob Belmore and Scott Smith.

Rules and Regulations

- a. Maggie Roberge edited the current Rules and Regulations flyer for Forest Glade and presented a red lined version to the Trustees for review and consideration.
- b. There was a discussion about enforcing the rules and how to properly remove prohibited items such as solar lights and decaying plantings; the Trustees will be taking up proposed amendments to the Rules and Regulations at their March meeting.

Well House (Italianate)

- a. Woody Openo received a photo of the Well House from George Poulin, he will provide a copy to Staff to assist with preparing an element of the project specifications/bid document dealing with a finial or cupola on top of the roof of the Well House.

Cemetery Records and Deeds

- a. Staff has been in contact with Cemify, a software program designed for recording burial records. Staff has a conference call scheduled for Tuesday, February 15th to discuss options and costs for further information.
- b. Neil has also researched Plot Box and Cemsites. Neil Larson believes that Cemify seems reasonable and would be worth looking into further. Neil Larson also reached out to Bill, former Trustee for the Town of Bedford Cemetery, who designed a database for the Town of Bedford Cemetery. Bill said he would be willing to meet with Trustees and Staff to discuss what Bedford is using, how it was designed and core functions. He may be a resource for the Trustees and Staff regarding designing a similar data base program. Neil Larson asked Trustees and Staff to forward any questions they have to him and he will reach out to Bill to schedule a workshop between him and Trustees to discuss further at the next or future meeting

Next meeting: Thursday, March 10, 2022 at 3:30 pm; Department of Public Works building.

Maggie Roberge motioned to adjourn the meeting. Mark Richardson seconded the motion.
Meeting adjourned at 4:47 pm.

Submitted by Keri Gordon