

## **Cemetery Meeting Minutes**

### **Thursday, March 10, 2022**

#### **Attendance:**

Michael Bobinsky- Director of Public Work  
Neil Larson- Vice Chair  
Woody Openo  
Mark Richardson  
Amy LaBelle  
Keri Gordon

Neil Larson opened the meeting at 3:39 pm.

#### **Minutes of Thursday, February 10, 2022**

Amy LaBelle moved to accept the minutes. Mark Richardson seconded the motion. All in favor of meeting minutes. Minutes approved.

#### **Comments by Visitors**

Kitara Maxey joined the meeting. Kitara presented the Trustees with her concept of funding funeral costs for the next generation and creating a 'green cemetery.' The idea of eliminating vaults, having more of a reflection park where you can walk through. Michael Bobinsky recommended that we continue this discussion at a later meeting.

#### **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 as part of the winter seasonal closure. Staff will monitor conditions throughout the winter season to assess timing for spring reopening.
- b. Review of the FY23 budget has been completed and Bob Belmore is preparing final details to present to the City's budget proposal at the Monday, April 4, City Council meeting and begin the review and approval process. The proposed budget reflects a level funded budget. FY22 Cemetery budget is \$8,770 and FY23 proposal is currently level funded. This does not include burial software funds. We did discover some shape files of the Cemetery within Viewworks that may be helpful for us in creating burial records. In addition, we are communicating with Viewworks to learn if a burial template record form can be created for all future burial records and to serve as a database for entering in all older records.
- c. We met with JLG Landscaping last week to review and discuss the upcoming Spring-Fall growing season and discussed operational expectations. Director expects a higher level of mowing details occurring this season. There is also a Served with Liberty clean-up taking place.

- d. City Council considered on first reading the specific amendments to Chapter 17 of the City Ordinances addressing how the Trustees recommend and obtain approval for burial plot fees. Council will conclude action on the proposed amendments and the proposal to increase fees for burial plots at the March 21, 2022 City Council meeting. We will be asking the Trustees to look at further edits to Chapter 17 over the next few meetings and additional changes are recommended to provide key updates to the Ordinance that match what is currently in practice. Should the City Council approve the rate increase that can take effect in April.
- e. Staff has completed the final paperwork related to the LCHIP grant to obtain the 20% remaining reimbursement the City is eligible for on the slate roof replacement. Staff recently received the check for the balance of the proceeds and the grant is in the close-out stage. We anticipate receiving the plaque from LCHIP. Trustees will be asked how they want the plaque displayed. LCHIP officials completed the closeout of the grant and filed the City's Stewardship Agreement with the Strafford County Registry of Deeds.
- f. Trustees will continue to review the current Rules and Regulations and discuss any changes recommended to the staff.
- g. The Italianate Well House roof replacement bid is now in circulation. Staff emailed the bid documents to roofing contractors in the Somersworth area along with a few carpenters recommended by Amy Potter of the NH Division of Historic Resources. A prebid on site meeting is scheduled for March 18, 2022 at 11am and all bids are due on April 7, 2022 at 2pm. The Director of Public works will reach out to the Alden Bailey Restoration Corporation, the team that replaced the Furber Chapel slate roof.
- h. Copy of the proposed amended Chapter 17 of the City ordinance is attached for information. The amendments will be considered by the City Council at the March 21, 2022 Council meeting.
- i. Staff is in contact with a local funeral director on a possible burial late winter/early spring request in the Jewish portion of the Cemetery. We also have been contacted by two other families for burials this year-Merrill family plot in J-South and the Eager family plot.

### **Rules and Regulations**

- a. Trustees worked on updating the Forest Glade Cemetery Rules and Regulations.
- b. Amy LaBelle motioned to table the Rules and Regulations updating until the next meeting. Mark Richardson seconded the motion. All in favor.

### **Old Business**

- a. None at this time

### **Miscellaneous:**

- a. Woody Openo is looking into landscapers who specialize in cemetery clean-up.
- b. Michael Bobinsky shared with the Trustees the Historical Society membership renewal and the *Cemetery and Cremation* magazine.

**Next meeting:** Thursday, April 14, 2022 at 3:30 pm; Department of Public Works building.

Mark Richardson motioned to adjourn the meeting. Amy LaBelle seconded the motion. Meeting adjourned at 4:46 pm.

Submitted by: Amy LaBelle