

Cemetery Meeting Minutes **Thursday, May 19, 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, March 10, 2022

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

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 opened on Monday, April 11, 2022 following overall condition assessment and spring weather conditions.
- b. The FY23 budget was adopted by City Council at the Monday, April 4, 2022 City Council meeting following an earlier presentation on the budget by City Manager Bob Belmore. The proposed budget reflects a level funded budget. FY22 Cemetery Budget is \$8,770 and FY23 proposal is funded at the same level.
- c. JLG Landscaping will be gearing up for the Spring mowing session. We met at the end of last month to review and discuss the upcoming Spring-Fall growing season and discussed operational expectations. Gerry Vachon has arranged a "Serve with Liberty" event for raking leaves as part of spring clean-up, dates TBD.
- d. City Council approved the amendments to Chapter 17 of the City Ordinances addressing how the Trustees recommend and obtain approval for burial plot fees at the March 21, 2022 City Council meeting. This approval sets in motion the approval of the Trustees recommendation to the City Manager to increase burial plot fees from \$500 to \$700 for a full size grave and from \$200 to \$400 for the cremation burial plots in the cremation garden. We will be asking the Trustees to look at further edits to Chapter 17 over the next few meetings; additional changes may be recommended to provide key updates to the Ordinance that match what is currently in practice. With the City Council approving the Ordinance Amendments, burial plot fee increases as recommended by the Trustees to the City Manager were also approved to take effect as of April 1, 2022. Those rates are as follows: * Full Size burial space: \$700. * Cremation burial space: \$400
- e. Staff received bids for the re-roofing of the Italianate Well House project on April 7, 2022. A single bid was received from Weatherguard Industries and for \$22,900. This is \$12,900 over the available funds. Staff is considering options including possible

negotiations with the single bidder, seek more historic preservation funds, and/or reject the bid, seek additional grant funds via a new grant application and if awarded, rebid in November-December, 2022.

- f. Trustees will continue to review the current Rules and Regulations and discuss any changes recommended to the staff, such as dealing with temporary plantings and other family items placed at the grave markers.
- g. Staff has not had a chance to review how Vueworks could be used for cemetery records. Vendor suggested we discuss the Town of Salem, NH experience with Vueworks for burial records.
- h. Staff worked with a local funeral director on a burial on March 19, 2022 located in the Jewish portion of the Cemetery. We also have been contacted by two other families for burials later this spring or summer. One-two burials are being planned for the month of May as well.
- i. M. Bobinsky submitted a Funeral Director letter to the Trustees for approval.
- j. M. Bobinsky showed the LCHIP plaque with Trustees.
- k. Serve with Liberty has been raking leaves-DPW will send a Thank You note, check on the port-a-potty removal.
- l. K. Gordon to check on Woody Openo Trustee membership

Rules and Regulations

- a. K. Gordon to email Trustees on Monday 5/23 with the newest draft. The Rules and Regulation final proposed copy will be on the agenda for June to vote.
- b. Removal of the Trustees responsibility of meeting with families. Will only have deferment to a Funeral Director.

New Business

- a. Woody Openo motioned to nominate Neil Larson as Cemetery Trustee chair and Amy LaBelle as Cemetery Trustee vice- chair and secretary. Mark Richardson seconded the motion.
- b. Trustees will locate the stones that we have pictures of. Epoch could possibly start the restoration process after July 1, 2022.
- c. Woody Openo shared with the Trustees a magazine article from EpoxyWorks about restoring stones.
- d. Woody Openo also proposed that we think about expanding the cemetery. Michael Bobinsky will locate the estimate and share with Trustees.

Miscellaneous:

- a. Memorial Day event information will be shared with Trustees
- b. Horne Street Cemetery-Mark Richardson to complete a walk through to determine what needs to be done.
- c. Event Series this summer? Keri Gordon to research what artists we have had in the past.

- d. Mark Richardson has been writing articles for the City newsletter.
- e. Moment of Silence for Margaret “Maggie” Roberge. Trustees to plan a Tree Planting Ceremony in remembrance.

Next meeting: Thursday, June 9, 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 5:11 pm.

Submitted by: Amy LaBelle