

Cemetery Meeting Minutes

Monday, January 30, 2023

Attendance:

Michael Bobinsky- Director of Public Works
Neil Larson-Chair
Woody Openo
Mark Richardson
Amy LaBelle-Vice Chair, Secretary
Courtney De Oliveira Valarese

Neil Larson opened the meeting at 3:34pm.

Minutes of Thursday, November 17, 2022

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

Old Business

- a. Headstone repairs by Gravestone Repair. Michael Bobinsky checked references of the bids and spoke with the owner of the company. Gravestone repair work will take place in the spring. M. Bobinsky has placed a PO through the City to enable Gravestone Services of NE to begin their work. M. Bobinsky scheduled a site meeting for early February to tour the specific headstones with the contractor.
 - i. Woody Openo moved to accept the PO and the Gravestone Services of NE quote. Mark Richardson seconded the motion. All in favor to move forward with Gravestone Services of NE.

New Business

- a. M. Bobinsky and Highway personnel will complete a more detailed inspection of the branches and trees that are down in Forest Glade Cemetery and will be doing collection during the spring. Any tree damage will be noted and actions taken as needed.
 - i. M. Bobinsky to look into a possible LCHIP grant for funding services of tree maintenance.
 - ii. M. Richardson to look into Arbor Services.
- b. Trash-Spring Clean-up: A. LaBelle will look into High School Community Service program for Spring and determine if student volunteers can help; also, the General Highway Foreman has put in a request with Serve with Liberty officials for a spring clean-up effort as well.

Director's Report

- a. Staff received price quotes to repair the designated gravestones at the Hebrew section at Forest Glade Cemetery. The Director attached the three proposals received. The proposals were reviewed. Following review and the motions to accept from Trustees, a

PO was requested and the contractor is preparing to initiate the gravestone repair work in the Spring.

- b. JLG Landscaping mowing schedule is completed for the season. He has proposed to return next season and will be submitting a price proposal for review.
- c. City Council acted on the amended Moose Plate Grant agreement award for \$15,000 at the December 12, 2022 City Council meeting. The Grant amendment documents have been endorsed by the City Manager and then has been sent to the State Division of Historical Resource for final processing and approval by the Governor and Executive Council. The Governor and Executive Council will act on the amended Grant Award at the February 8, 2023 meeting. The amendment will add \$15,000 to the previously approved Moose Plate Grant Award of \$10,000 for the replacement of the Italianate Well House.
- d. New Hampshire Monument Co, Pembroke, NH is planning to install a headstone for the Fitzherbert grave lots. Currently there is a flat marker on the site. The new upright marker will be a slant design. The monument dealer sent a sketch to the Trustees. The grave location is on a slope near the Cemetery Maintaince Building. The overall length is 24", thickness is 10", and the overall height is 16".
 - i. Mark Richardson moved to accept the proposed sketch of the Fitzherbert gravestone. Woody Openo seconded the motion. All Trustees in favor of the motion. Fitzherbert gravestone approved.

Miscellaneous

- a. City is constructing a plan for the placement of the LCHIP plaque placement.
- b. There are some spring burials coming up.
- c. Temple Beth Israel plans to send a proposal to the Trustees for a modest sign that denotes the Jewish part of the Forest Glade Cemetery.
- d. Summer Programs-Neil discussed efforts to re-launch summer in the Cemetery series using the Furber Chapel as a venue. Neil will bring back more information on possible acts and functions at next meeting.

Next meeting: Monday, February 27, 2022 @ 3:30pm at Department of Public Works

Mark Richardson motioned to adjourn the meeting. Woody Openo seconded the motion.
Meeting adjourned at 4:41 pm.

Submitted by: Amy LaBelle