

Cemetery Meeting Minutes

Monday, March 27, 2023

Attendance:

Michael Bobinsky- Director of Public Work

Neil Larson-Chair

Woody Openo

Amy LaBelle-Vice Chair, Secretary

Courtney De Oliveira Valarese

Neil Larson opened the meeting at 3:39pm.

Minutes of Monday, January 30, 2023

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

Director's Report

- a. Staff received price quotes to repair the designated gravestones at the Hebrew section at Forest Glade Cemetery. As recommended for approval by the Trustees, in a previous meeting, the Director reported that the City has entered into an agreement with New England Cemetery Services for the restoration of 5 gravestones in the Hebrew Section of the Cemetery. The contractor is preparing to initiate the gravestone repair work in the Spring.
- b. JLG Landscaping mowing schedule is completed for the season. JLG will be preparing for this coming spring-summer –fall growing season and has proposed to keep his price the same for the FY24 Budget year. The City plans to continue to use JLG next season as well.
- 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 roof. Specifications and bidding documents have been prepared and bids for the roof replacement are being solicited at this time. Bids are due on April 13, at 2pm, the Finance office. A non-mandatory pre-bidders meeting will be held on site on Thursday, March 30, at 11am.
- 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 Maintenance Building. The overall length is 24",

thickness is 10", and the overall height is 16". Trustees endorsed the design of the granite marker and the contractor plans to install sometime this later spring or summer.

- e. The City Council will consider a resolution allowing the City Manager to enter into an Agreement with the State Division of Historic Resources to install a State Historic Marker sign at Forest Glade Cemetery. The sign will cost approximately \$2,500; the location for the Marker sign will likely be on Maple Street in the vicinity of the entrance gates to the Chapel.
- f. Staff will be conducting research on a few family grave lots for the purpose of preparing for upcoming requested burial services during this summer.
- g. The proposed FY24 Cemetery budget is \$8,770. The City Manager will be presenting the budget to the City Council at the April 3 Council meeting and will start the Council Budget review process.

New Business

- a. N. Larson discussed having Trustees walk-through of Forest Glade Cemetery to observe condition of overall property from this past winter and assist staff with reporting any major tree and grounds issues.
- b. N. Larson and M. Bobinsky have a meeting Tuesday, March 28, 2023 at 12pm to look at Chapel.
- c. W. Openo has contacted George Poulin and is interested in setting up a Talking Tombstones tour this Fall.
- d. Open Trustee seat is still available.
- e. North end wall of the Furber Chapel still needs to be addressed, future preservation grants plan to be sought such as with LCHIP or Moose Plate Grants to offset costs. . The proposed FY24-29 CIP document reflects a FY25 project to restore the north wall of the Chapel and repointing the masonry. Grants sought will offset the costs of these repairs.
- f. N. Larson to look into Summer Series using the Furber Chapel as a venue.

Miscellaneous

- a. City staff has a plan for the placement of the LCHIP plaque placement.

Next meeting: Wednesday, April 19, 2023 @ 3:30pm at Department of Public Works

Amy LaBelle motioned to adjourn the meeting. Woody Openo seconded the motion. Meeting adjourned at 4:40 pm.

Submitted by: Amy LaBelle