

**Cemetery Meeting Minutes**  
**Wednesday, August 23, 2023**

**Attendance Trustees:**

Neil Larson-Chair

Woody Openo

Mark Richardson

Amy LaBelle-Vice Chair, Secretary

**Attendance Staff:**

Michael Bobinsky- Director of Public Work

Courtney De Oliveira Valarese - Executive Assistant to the Director

**Attendance Visitors:**

Aly Visser

Jenne Holmes

Neil Larson opened the meeting at 3:33 pm.

**Minutes of Wednesday, May 10, 2023**

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

**Comments by Visitors**

- a. Jenne Holmes on behalf of the Mayor's office discussed the historical marker. New Hampshire Department of Transportation is in charge of its placement. City officials have offered suggestions of placement (Maplewood entrance gate). The Historical Marker is made, but still in the State's possession. When it is installed, it will be covered and will be uncovered with a mayoral unveiling. The State will complete a 'dig safe' before placing marker.
- b. Aly Visser applied to be a volunteer on the Cemetery Trustees. Waiting to hear if she is approved by the City Council.

**Director's Report**

- a. The cemetery had one cremain burial during this reporting period. The burial occurred at the Cremation Garden on Saturday, August 12, 2023.
- b. The FY24 City operating budget is now in effect. The FY24 budget is \$8,770.
- c. JLG Landscaping continues with regular mowing service in the Forest Glade Cemetery. The heavy and frequent summer rains have had impacts on the mowing schedule.

- d. Weatherguard Industries Roofing contractor has completed the roof replacement project at the Italianate Well House. Project included removal of the old roof and replacing with cedar wood shingles and a copper cap on top. The project schedule was impacted by the summer rain and took longer than anticipated for completion, but overall outstanding work. Staff has received several compliments on the appearance and the work of the contractor. The cost of the roof replacement was \$22,000 and will be reimbursed by the Moose Plate Grant the City received earlier this year.
- e. Trustees have been asked to help staff locate an appraisal consultant to assess the value of the 12 stained glass window panes in the Furber Chapel. The City's property liability insurance provider has requested City staff obtain current values of the stain glass for upcoming policy updates. Staff is taking photos and obtaining suggested vendor names for staff to use for obtaining the new values and send to Primex. *This remains an outstanding item as none of the recommended antiques contacted offer appraisal services. Staff will continue to try to locate a vendor or consultant who can assist with this effort. As of the reporting period we have not been able to locate a consultant or vendor that does this type of appraisal work.*
  - i. Suggested- possibly reach out to other buildings that have stain glass windows and see who does their appraisal work.
  - ii. Suggested- who completed the last appraisal work.
- f. Staff has been addressing a family grave question recently, looking into burial records, assessing if capacity exists for additional family burials per burial deed data.

## **New Business- No New Business**

## **Old Business**

- a. Development of the City webpage in regards to Adopt-a-Spot is being worked on. C. Valarese provided Trustees with a copy of the materials that can be found on the website. M. Bobinsky shared another updated possibility of Adopt-a-Spot suggestions with pictures from different areas in the City that need TLC. C. Oliveria also shared the list of all Adopt-a-Spots in the City and who sponsors them.
- b. Chapel events for Fall 2023. The events will be paid out of the Trustees Performance budget. Is anyone able to contact Peter Michaud for tours?
  - i. Friday, October 6, 2023 @5:00pm: Green Heron. They are a duo with acoustical musical talents.
  - ii. TBD: Ashlyn Bard

- c. Is the inside of the Chapel able to be repainted or touched up. Kenneth Vincent completed the last work. N. Larson to reach out. W. Openo commented that we make sure the updates that are done to the Furner Chapel remain historical compliant and that we need to think about the other upgrades to the Furber Chapel as well. N. Larson and M. Bobinsky will schedule a walk-thru.
- d. Friends of Forest Glade Cemetery-Instagram
  - i. Possible M. Richardson to highlight specific grave markers with stories.
  - ii. Highlight the Fall events

### **Miscellaneous**

- a. M. Richardson discussed the how the Wentworth House is looking into the possibility of the restoration of the Pear School.

**Next meeting:** Wednesday, September 20, 2023 @ 3:30pm at Department of Public Works

Woody Openo motioned to adjourn the meeting. Mark Richardson seconded the motion. Meeting adjourned at 4:43 pm.

Submitted by: Amy LaBelle