

Cemetery Trustees Meeting Minutes - DRAFT
March 7, 2017

Attending: (x=attended; a=absent)

Woody Openo, Chairman	x
Atwood, Ray	x
Roberge, Margaret	x
Shaw, Mary	a
Wheland, Beth	a
Michael Bobinsky, Public Works Director	x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:37 AM

Minutes of the February Meeting

The February minutes were reviewed and discussed. Trustees recommended that the last paragraph on Page 1 should be placed after the second paragraph under “Item 5” (after Chapter 17.2 discussion). Maggie Roberge made a motion to accept the minutes with the proposed change, Ray Atwood seconded the motion; all present were in favor and the February minutes were accepted.

Director of Public Works’ Report

The Director’s Report is attached hereto and incorporated herein by reference. Specifically discussed was the contract extension with JLG Landscaping Services. Director Bobinsky seeks to enter into a one (1) year extension with Jeff Gregoire.

As well, recommendation came from Director Bobinsky that the commentary in the FY18 budget be amended to specify that a portion of the funding provided for maintenance will be used for the repair of two (2) historic headstones.

Unfinished Business

- 1.) Grant Applications – Director Bobinsky submitted to the Trustees a draft letter of intent to be sent to the NH Division of Historical Resources indicating the intent of the City to apply for funding from the Conservation License Plates Grant program to begin preserving the overall condition of the Forest Glade Cemetery. Maggie advises that she has discussed the general idea of the letter with Amy Dixon, the Grants Coordinator at NH Division of Historical Resources. Maggie’s understanding of the letter of intent is that it should be a short letter indicating that the City intends to apply. Her (Maggie’s) feeling is that the proposed letter is too long for this purpose. The specific use of the grant funds do not need to be outlined in the letter, just in the grant application. As well, a City official will have to sign the letter of intent and the grant application. Maggie also learned that the chapel is too big of a project for this grant. Ms. Dixon recommended

starting with a smaller project to enhance the cemetery (ie. entrance fence). Once a commitment to enhancing the cemetery is demonstrated, the Trustees will be able to apply for larger, brick and mortar grants that can cover a portion of the work needed on the chapel. These tend to be matching grants.

Ray Atwood felt that the letter of intent could be pared down to just the first and last paragraphs proposed.

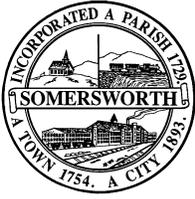
Maggie, Mary, and Beth will meet tomorrow to discuss the Letter of Intent. The Trustees are looking to Beth to give input as she has experience with grant writing. The department will circulate a final version for comment. Once comments are received and incorporated, that version will be sent to the City Manager for further review and signature.

Woody Openo indicates that he has done some research on obtaining grants through the Preservation Alliance. Maggie advised that Amy Dixon had sent a list of grants to the Trustees that are applicable to cemeteries. The Preservation Alliance meets monthly and has a quick turn around time for grant awards. The Trustees would like to see Beth take this on as her pet project.

New Business

- 1) Non-Profit Cemetery Organization (“Friends”) – Woody asked what it would take to establish a “Friends” organization to help with fundraising. Director Bobinsky suggested that the Trustees table this discussion until the April meeting. He will bring information from the City’s Finance Director regarding legal requirements, IRS designations, and other pertinent information to the formation of such a group. Maggie felt that a sub-committee should be formed to oversee the creation of the “Friends” organization. Ray suggested that some research should be done to see how other “Friends” organizations are run. The sub-committee could report to the Trustees at their monthly meetings. Maggie suggested looking to the “Friends of Somersworth” organization formed to raise money to save Hilltop School. This group was similarly situated in that they were raising funds for city-owned property. Ray felt that the funds raised through the “Friends” group would be used for any matching grants the cemetery qualifies for. Woody asked whether the Chapter 17 subcommittee would be interested in pursuing the non-profit status? Maggie is going to ask Mary about her interest. Ray indicated an interest in working with the group, but not as the chair. Woody will do more research on the formation of a “Friends” organization.
- 2) Miscellaneous – Beth Wheland was appointed at the March 6, 2017 Council meeting by the Mayor. She was unable to make today’s meeting due to a prior work commitment. It is the understanding of the Trustees that this prior commitment will prevent her from attending a morning meeting until May.

Next meeting scheduled for April 6, 2017 at 10:00 AM
Meeting adjourned at 11:57 AM.



**MEMORANDUM, from Michael J. Bobinsky
Director of Public Works & Utilities**

TO: Cemetery Board of Trustees

DATE: March 7, 2017

RE: Monthly Report

The following summarizes key activities involving Forest Glade Cemetery during the monthly reporting period:

- 1.) The Department had no request for burial services during this reporting period.
- 2.) Department staff is working with the Cemetery Trustees on an alternative meeting time and will be arranging the first day time Trustees meeting on Tuesday March 7, 2017 at City Hall. The purpose for considering a new meeting time is to better meet the needs of the Trustees personal schedules while preserving public notice requirements. Staff and the Trustees will discuss if this is a permanent schedule for planning purposes.
- 3.) Staff is finalizing a contract extension with JLG Landscaping Services for mowing the Cemetery Grounds during the upcoming Spring-Fall season. JLG has been the mowing contractor for the Department over the past 2 years.
- 4.) Winter operations and temporary road repairs continues to be the focus for the Highway Division personnel. Future spring clean-up work at the Cemetery is being planned at this time.
- 5.) Staff is planning to finalize a service contract with Cornerstone Cemetery Services for burial services at Forest Glade Cemetery, details to be reported on at the April Trustees meeting.
- 6.) FY18 Budget – The proposed budget includes some repair to headstones.

Respectfully submitted,

Michael J. Bobinsky
Director of Public Works & Utilities