

**Cemetery Trustees Meeting Minutes - DRAFT**  
**May 4, 2017**

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:37 AM

Moment of Silence for Ray Atwood

The Trustees held a moment of silence for Ray Atwood, who passed away on April 22, 2017. Ray's contribution to the board was invaluable and he will be missed.

Minutes of the April Meeting

The April minutes were reviewed and discussed. The Trustees recommended Paragraph 4 under "Unfinished Business" be clarified. The funds raised by the Friends of the Forest Glade Cemetery group would not be deposited into a City account, but rather into an account that is specifically earmarked for the cemetery. With this clarification, Mary Shaw made a motion to accept the minutes with the clarification, Margaret Roberge seconded. The minutes, with the clarification, were unanimously accepted.

Communications

Jennifer Gosselin received a request via e-mail from Maggie Molloy to hold her wedding ceremony in the "gazebo" at the Forest Glade Cemetery. The wedding is scheduled for Friday, October 13, 2017. For clarification, Ms. Molloy's reference to the "gazebo" is the Italianate Wellhouse outside the Chapel. The Trustees wondered if this was planned as a themed wedding. Jennifer was asked to find out and report at the next meeting. Also, the Trustees will review the existing rental agreement for the chapel to determine whether it should, in whole or in part, apply to this event, as well. Woody Openo was concerned about the appearance of the Italianate Wellhouse. The inside is still "primer" and not very pretty. The Trustees do anticipate, however, that the work planned for the wellhouse this summer (replace rotting boards, and repainting) will be done prior to Ms. Molloy's wedding.

Report of Special Projects of Sitting Members

A. Chapter 17 (Trustees, Officers' terms)

Maggie and Mary need a copy of the fees for both grave openings and closings, and for the purchasing of lots.

## **B. Chapel Summer Series**

Maggie reports that the following events have been confirmed: musicians (July/August); local burial series by Peter Michaud – a local history tour, Peter will be talking with families to obtain information and contributions (photos, etc.) to serve as graveside props; Memorial Day remembrances (May)

## **Director of Public Works' Report**

The Director's Report is attached hereto and incorporated herein by reference. The contents were read into the minutes by Director Bobinsky, and there was no further discussion thereof.

## **Unfinished Business**

- 1.) Grave Excavation Rules and Fees – This matter was briefly discussed under “Report of Special Projects of Sitting Members, Paragraph A. This matter has been tabled until the Trustees have had a chance to review the current fees.
- 2.) Moose Plate Grant Application – Mike reports that Woody Openo and Beth Wheland met at the Public Works building this week to begin preparing the draft grant application. The main gate will be the focus of the grant. Cassidy Brothers indicated to Mike that \$10,000.00 should be sufficient to cover the repairs. However, they did not believe that the cast iron fence around the lot behind the chapel (Stevens) would be able to be included. Other vendors will be looking at the scope of work over the weekend. Maggie said that she believes there may still be some family members around as the last burial was performed in 1915. We still need to obtain letters of support from the Mayor, City Manager, and the Trustee Chairman (Woody). DPW staff have drafted letters for both the Mayor and the City Manager. Mike suggested that Woody prepare and sign one, as well. Once Beth has finalized the draft, Mike and Jenn will assemble the pieces of the grant application into a final package. The application package is due one week from tomorrow (May 12).
- 3.) Spring Clean-up/Memorial Day – As discussed in the accompanying Director's Report, Public Works is planning a spring clean up in the cemetery prior to Memorial Day.
- 4.) Italianate Wellhouse Repair – Public Works will encumber the funds from this fiscal year to FY18 for the carpentry work that needs to be done. On Maggie's suggestion, the Trustees will obtain quotes from painters they may know.
- 5.) Establishing Friends Group – Maggie is obtaining the paperwork to form the Friends group from the State of New Hampshire. The Trustees will have to decide on a name for the group, and the Friends group will need to have its own board. Some of the Cemetery Trustees may also serve on the board of the Friends group, but it will need to be balanced with members of the public. In addition to preparing the paperwork to form the Friends group, Maggie also plans on serving as a boardmember, as well.

Mike Bobinsky departed the meeting at 11:31 AM.

Beth Wheland arrived at 11:32 AM.

With Beth's arrival, the Trustees returned to Item #2 for further discussion of the Moose Plate Grant application. The Trustees reviewed and decided on four (4) photos to include in the grant application packet: 1) Main Gate of Forest Glade Cemetery with adjacent fence sections, Maple Street in foreground. Facing SW; 2) Main Gate of Forest Glade Cemetery, vehicle entrance, Cemetery Road in background. Facing E; 3) South Pedestrian Gate of Main Gate, Forest Glade Cemetery, Cemetery Rd. and Maple St. Facing E; and 4) Cast iron Fence Enclosure of Rufus W. Stevens Plot in Forest Glade Cemetery. Facing NW.

Beth brought a copy of the narrative for the grant that she prepared based upon her meeting with Woody at the Public Works conference space earlier in the week. The Trustees had an opportunity to review it, and suggest revisions. Beth will send an electronic copy to Jenn and Mike with the revisions Woody suggested.

#### New Business

- 1) Miscellaneous – Maggie has obtained a contact list of Trustees from the City Clerk's office. It appears to need updating.

Beth suggested signage for the cemetery summer events. She felt that a few signs in the same location the school uses when hosting the holiday craft fair. These locations seem to get a high volume of traffic, and word of the event gets out quickly.

Next meeting scheduled for June 1, 2017 at 10:30 AM

Maggie made a motion to adjourn; Mary seconded – all in favor.

Meeting adjourned at 12:00 PM