

Cemetery Trustees Meeting Minutes - DRAFT
December 8, 2015

Attending: (x=attended; a=absent)

Woody Openo, Chairman	x
Atwood, Ray	x
Poulin, Beth	a
Roberge, Margaret	x
Shaw, Mary	x
Michael Bobinsky, Public Works Director	x
Robert Belmore, City Manager	x

Recording: Jennifer Nalley, Public Works Executive Assistant

Meeting opened at 4:05 PM

The minutes of the November 10, 2015 meeting were approved with correction.

Communications

Robert Belmore brought the report of private burial sites as prepared by Brian Tapscott in 1988 as a point of interest.

Reports of Special Projects of Sitting Members

See the “Unfinished Business” section for reports of Special Projects.

Director of Public Works’ Report

The full report is incorporated herein by attachment hereto.

Michael Bobinsky was welcomed by the Cemetery Trustees. Michael has experience maintaining cemeteries in other communities both in Maine and New Hampshire, namely Portland, ME, and Concord, NH and Dover, NH. He advises that we will continue to perform winter burials as the weather allows. Once the snow falls, there is no plan to maintain the cemetery roads, so burials will cease.

Unfinished Business

- 1) National Register Grant Project – Tim Metivier has been in touch with Lisa Musolf. The Preliminary Meeting with Ms. Musolf will be in January. She will perform any outside work in the Spring.
- 2) Horne Cemetery Clean Up Report – Strafford County Workfare raked all of the leaves. There are some low limbs that need pruning. Also, there are ruts in the road that need to be rolled out.

- 3) Winter Closing – The bunting needs to be removed from the Italianate wellhouse. Margaret Roberge has discussed the bunting with General Foreman Nate Mears. They want the flags removed during the winter months (to be stored at the Public Works building). Closing of the cemetery in the past has coincided with the street moratorium. Margaret would like a sign for the cemetery, but only if it would be aesthetically pleasing.

New Business

- 1) Spring Projects
 - a. Italianate Wellhouse – This wellhouse is located near the chapel. The Trustees would like to replace the existing roof with cedar shingle roof boards (as was recently done to the Rustic Wellhouse). Also, the bottom boards need to be replaced. The Trustees expressed an interest in Public Works' assistance with this work. Margaret expressed her desire that a craftsman be hired, if the cost was reasonable, to reduce the workload on Public Works. If we go this route, the work would have follow the City's bidding procedure. Woody Openo would like to continue to involve the Building Trade Program at the High School for the roofing project, but would consider DPW assistance with minor repairs. Michael agreed with this suggestions so long as we have the resources to manage and know what the Trustees expectations are.
 - b. Area behind the Italianate Wellhouse – Margaret had an idea in mind for this area. She would like to have it on the agenda for discussion over the winter months. She would like to see the Trustees have a plan in place for the Spring.
- 2) Cooperation with Building Trades Program – Shane Chick is now in charge of the Building Trades Program at the Career Technical Center. Woody has reached out to him to see whether he would be interested in cooperating with the Trustees for work in the cemetery.
- 3) Miscellaneous – Woody purchased a book about paint sampling. He is excited to learn the technique and apply it to the Italianate Wellhouse. He would like to see the Italianate Wellhouse restored to its original color.

Margaret initiated a discussion with regard to the length of the Trustees' meetings. She inquired whether they could run longer than one hour. There is much to discuss and Margaret feels that the Trustees are not allowing themselves enough time for discussion of critical business items. Ray Atwood suggested meeting at 3:30 PM, rather than 4:00 PM. The Trustees agreed that earlier would not work for most, including Beth Poulin who was not present at this meeting. Margaret cites from her experience of serving on other boards and committees that it is not typical for a meeting end when one member must leave before discussions have concluded. Woody indicates that this committee traditionally meets once a month for approximately one hour.

Next meeting scheduled for January 12, 2016 at 4:00 PM
Meeting adjourned at 5:00 PM (3-1 vote).