

Cemetery Trustees Meeting Minutes
November 10, 2015

Attending: (x=attended; a=absent)

Woody Openo, Chairman	x
Atwood, Ray	x
Poulin, Beth	a
Roberge, Margaret	x
Shaw, Mary	x
Robert M. Belmore, Interim Public Works Director	x

Recording: Jennifer Nalley, Public Works Executive Assistant

Meeting opened at 4:00 PM

The minutes of the October 13, 2015 meeting were approved with correction.

Interim Director of Public Works' Report

The full report is incorporated herein by attachment hereto.

Robert Belmore relays an inquiry from the City Council who is wondering whether the committee can do some clean up within the private burial grounds throughout the community, particularly along High Street. The committee does not preside over private burial grounds, but volunteers might be called upon. Margaret Roberge suggested that this might be a good project for the Boy Scouts. Woody Openo pointed out that, by law, the property owner is responsible for the maintenance of private burial grounds. However, the State can not force the property owner to provide the maintenance; only impose sanctions for vandalism. Mary Shaw commented that people may not realize that removing stones from the burial grounds is a Class B felony.

Unfinished Business

- 1) National Register Nomination Consultant – Lisa Musoff provided the lowest proposal for completion of the grant application. The City did offer Ms. Musoff the contract prior to this meeting, which was subsequently accepted. It is anticipated to take approximately 6 months for Ms. Musoff to complete the project. The Trustees will be provided with a draft by July 1, 2016, with a final copy by August 1, 2016.
- 2) Rustic Wellhouse Roofing – The rustic wellhouse project has been completed. Ray and Woody have applied the Cabot's preservation solution to the roof's fascia. The bench was installed and the structure was tightened with bolts. Acme Sheet Metal will install the copper cap before the weather turns.
- 3) Forest Glade/Horne Cemetery Clean-Up - Ray Atwood and Woody Openo have planned to meet the Strafford County Workfare at the Horne Cemetery on November 11, 2015.

- 4) Clinton Kimball Lot – The Trustees discussed the lot at the request of Bonnie Gibbons, who felt that the City owed her family another lot. Prior to the meeting, Woody Openo and Ray Atwood reviewed the cemetery records regarding this lot at the Public Works office, then went to the cemetery for an on-site inspection. The Trustees discussed whether the burials that have occurred in that plot to date (Clinton Kimball and Tina Vachon) fulfill the deeds reference to a “two lot grave”. Based upon the intention of the unsigned deed, and the receipt indicating that \$160.00 was received for the sale of the lot from the Estate of Clinton Kimball, the Trustees voted unanimously to deny Ms. Gibbons request for an additional lot, but they do acknowledge that there is space for two more cremation graves within the plot; one at the foot of Clinton Kimball’s grave, and one at the base of the Clinton lot, on the same side as Tina Vachon. Mary Shaw advised Public Works to probe the area to be certain that this lot is, in fact, vacant. Once this has been confirmed, a letter is to be sent to Bonnie Gibbons advising her of same.
- 5) Winter Closing – Jennifer Nalley verified with the Water Distribution department that the water has been turned off. There are no burials in the Forest Glade Cemetery after November 15th, and the gates are to be closed at the first plowable snow for the winter. Robert Belmore advises that the grave excavation bid has been sent out twice, but no bidders have come forth. Ben Messier, who digs for St. Martin’s church has agreed to provide digging services for the final burial in the cemetery this Saturday. The City will open discussions with Mr. Messier for future burials.

New Business

- 1) National Register Nomination Consultant – Lisa Musolf may be contacting us for research materials. The Trustees would like to invite her to a meeting. Robert Belmore suggests having her come at the midway point in her research.
- 2) Miscellaneous – The Trustees will need Public Works to pick up the leaves from the Horne Cemetery after they are raked.

Margaret Roberge reports that the cremation garden now has all new perennials. She would like to speak with Nate Mears about the triangle in front of the chapel. She feels that Public Works could maintain the easy plants.

Also, Margaret suggested putting more benches in the cemetery for the people who walk. Mary Shaw brought up the issue of funding for benches. Ray Atwood suggested tabling this discussion for a future meeting as he felt it might become involved, but was excited about the idea. Also for future discussion, Margaret mentioned putting up maps showing the location and distance of the benches from certain points within the cemetery.

Another suggested topic for the winter meetings might be the area behind the Italianate Wellhouse, which was the site of the old cemetery office.

Next meeting scheduled for December 8, 2015 at 4:00 PM
Meeting closed at 5:00 PM.