

Cemetery Trustees Meeting Minutes - DRAFT
October 13, 2015

Attending: (x=attended; a=absent)

Woody Openo, Chairman	x
Atwood, Ray	x
Poulin, Beth	x
Roberge, Margaret	a
Shaw, Mary	a
Robert M. Belmore, Interim Public Works Director	x
Visitors: Tim Metivier, Code Enforcement Ofcr.	x

Recording: Jennifer Nalley, Public Works Executive Assistant

Meeting opened at 4:05 PM

The minutes of the September 8, 2015 meeting were approved unanimously.

Reports of Special Projects of Sitting Members

- 1) Sarah Pray Smith Event – The trustees expressed their appreciation of the Public Works Staff for the cleaning of the Furber Memorial Chapel for the event. The trustees agreed that the chapel looked very nice for the visiting professor and her film crew. There was a good turn out for the event, which included Mr. Mommsen’s 3rd grade class. The ceremony held in the chapel was presented in both English and Russian.
- 2) NH Cemetery Association – After reviewing the agenda for the October meeting, the Trustees decided to forego and will revisit the issue with the April meeting of the NH Cemetery Association.

Interim Director of Public Works’ Report

The full report is incorporated herein by attachment hereto.

Summary – Two burials occurred in the cemetery since the last meeting; Strafford County Workfare has been scheduled to provide ground maintenance services during the week of November 9, 2015, and the Public Works office received a telephone call from Bonnie Gibbons who asks the Trustees to investigate the purchase of plots by her family in 1979.

Discussion – Trustees will look into Ms. Gibbons request for further discussion at the next meeting. Woody Openo and Ray Atwood plan on visiting the cemetery to see the layout of the gravesites. Also, they wanted a chance to see the “original” deed at the Public Works office.

Tim Metivier arrived at 4:30 PM

Old Business

- 1) National Register Nomination Grant – Requests for Proposal (RFP) were sent out, and two proposals have been received. The deadline on the RFP is October 19, 2015. Woody asked whether calls should be made to those vendors who provided an estimate for the grant application; Robert Belmore indicated that RFP's were sent to all consultants on the list provided by Peter Michaud at the State Preservation Office.
- 2) Rustic Wellhouse Roofing – Woody was pleased to report that he has received a favorable response from the community on the work done thus far. Tim Metivier advised that there is still approximately 1 ½ to 2 hours worth of work remaining on the roof before the fascia board can be set into place. Also, a bench seat will be replaced. Further, Tim was unable to locate cedar rough-sawn boards as was discussed at the last meeting. He has found rough-sawn hemlock at Cameron's Hardware. Woody Openo and Ray Atwood have offered to pick up the rough-sawn hemlock boards. Acme Sheet Metal has been called to measure the cap. Also, the staging will need to be taken down and given back to the school. The final step will be to seal the wood with a UV protectant that will slow down the aging of the wood. The project is to be completed before the weather becomes inclement.

5:00 PM Robert Belmore and Tim Metivier left the meeting.

- 3) Horne Cemetery Clean Up – The Trustees would like Strafford County Workfare to spend one day at the Horne Cemetery. Jennifer Nalley will contact the Supervisor to arrange for the crew to report to Horne Cemetery on November 10, 2015. Woody, George, Beth, and Ray are all available to meet the work crew.

New Business

- 1) Furber Memorial Chapel [Minor Maintenance & Repairs] – During the walkthrough in the Furber Memorial Chapel, it was discovered that there is a loose bench in the back row, middle. Also, there is a hole to the top left of the inside door (approx. 4" around).
- 2) Communications – Woody has been having a hard time reaching Trustees by phone. He asked whether there were any changes to the contact list. Beth Poulin did provide a new phone number. The contact list will be updated and provided to members at the November meeting.
- 3) Miscellaneous – Woody suggested that the time to take the bunting off the Italianate style wellhouse had come. Executive Assistant advised that it has traditionally been left up until after Veteran's Day (November 11, 2015). Also, the water shut-off needs to be scheduled.

Next meeting scheduled for November 10, 2015 at 4:00 PM

Meeting closed at 5:20 PM.