

**Cemetery Trustees Meeting Minutes  
September 8, 2015**

Attending: (x=attended; a=absent)

Woody Openo, Chairman	x
Atwood, Ray	x
Poulin, Beth	x
Roberge, Margaret	a
Shaw, Mary	x
Visitors: Tim Metivier, Code Enforcement Ofcr.	x
Robert M. Belmore, City Manager	x
Dave Sharples, Planning Manager	x
Real Roseberry	x
Recording: Jennifer Nalley, Public Works Executive Assistant	

Meeting opened at 4:12 PM

The corrected minutes of the July 21<sup>st</sup> meeting were accepted unanimously. The minutes from the August 11<sup>th</sup> meeting were accepted with correction.

Comments by Visitors

Real Roseberry acknowledged the update to the Rustic Wellhouse and is happy to see the work being done. He would also like to see the cemetery parking updated. Mr. Roseberry comments that the parking spot on Tates Brook Road is too antiquated. There is a lot of history in the cemetery, as the burials date back to the 1800's. He feels that the cemetery would get more visitors if the parking was updated. He suggests utilizing the dirt road next to the cemetery's South gate to create a parking area. It is also Mr. Roseberry's feeling that the Jewish community might be interested in assisting with the creation of a parking area if they were aware of the age of the graves in that section of the cemetery. Woody Openo thanked Mr. Roseberry for his suggestion and acknowledges that the parking lot at Maple Wood School can be utilized by those visiting the cemetery.

4:15 PM Real Roseberry left the meeting.

Old Business

- 1) National Register Nomination Grant – The grant has passed the second reading of the City Council. The RFP has been drafted by Tim Metivier. Dave Sharples anticipates submission to the Finance Dept. by the end of next week for posting. The RFP requests all proposals be submitted by October 9<sup>th</sup> with selection to be held on October 16<sup>th</sup>. The low bidder will have one year to complete the grant paperwork. Woody Openo has advised Peter Michaud of the City Council's approval. Robert Belmore explained that the process for collecting bids was to seek City Council authorization of all projects, then to the Finance Dept. for review and dissemination, which insures uniformity in the responses. The Preservation Office advised that Woody contact people who have undertaken similar projects when applying for the grant (to determine how much money

should be requested). Direct mail and advertising may be desirable options for disseminating the RFP.

- 2) Rustic Wellhouse Progress Report – This project is 100% volunteer based. Tim spend all day on Saturday, September 5<sup>th</sup> and was able to finish 4 of the 6 sides, along with 2 ridges. This part of the repair was very time consuming. Three volunteers have mentioned spending time on the weekends. Tim anticipates the wellhouse will be completed by the end of the month, with the exception of the copper top. Tim has been exploring the idea of a cedar fascia. He believes that rough-sewn cedar will be extremely hard to find and that rough-sewn pine will be too soft. He has tried 3 companies so far to no avail. He will continue to ask around. Ray Atwood suggested a Mill on Route 4 (on the way to Concord in Chichester). They do a lot of custom work and do not mill until they have a final order. Tim also knew of a yard in either North or South Berwick that does rough-sewn and might have some cedar. Robert Belmore asked for a complete report on the amount of money has been spent to date, along with an estimation of how much is still needed to complete the project. The report should also include the number of volunteers, copies of the waivers signed, and the project timeline. Tim estimated that there are 4-5 volunteers, including himself. Woody Openo thought the roof would need another 1 ½ days to finalization. Fascia can come later; we may not be able to use cedar if it is too expensive.

4:30 PM Robert Belmore and Dave Sharples left the meeting.

Tim Metivier explained to the Trustees that the shingles are overlapping. They are being face-nailed so the top shingles push down the bottom shingles. This will reduce gapping at the very top (where the ridges come together). The exposed pinnacle will need to be sealed until we can determine whether a small copper hat can be obtained.

Ray Atwood and Tim Metivier might be able to move the staging in the morning. Tim would like to get the pieces cut to make assembly much easier. Woody will also be abl to assist most days in the morning.

4:40 PM Tim Metivier left the meeting.

- 3) Horne Cemetery Clean Up – Beth Poulin reports that George Poulin would like to meet with Roy Atwood and the notebook so Beth can follow his leads re: Dina Gagnon and Peter Houde – Eagle Scout projects. Beth’s goal is to have details ironed out by next month. Ray’s concern is that this may not qualify as an Eagle Scout project. Eagle Scout projects are typically original ideas and the scout needs to be the one to coordinate the effort. “Next step” would have to be substantial, not just work in the cemetery. Beth will let Dina know. George and Ray may need to rake a section first to know whether any issues will arise, or whether volunteers may come and go on their own.

The Lord’s Court sign still needs to be installed at the end of Highland Street.

## New Business

- 1) Sarah Pray Smith Event – In early October, the professor from Washington University will visit the cemetery with a film crew. The expected dates are October 4<sup>th</sup> for the professor and October 8<sup>th</sup> for the film crew. Woody would like the roof to be done in time for their arrival. The Sarah Pray Smith plot is located near the Italianate wellhouse. The Historical Society has been involved with this project. Frank Kennedy contacted Woody about the professor and film crew's desire to include footage from the cemetery. The background of the project is that Sarah Pray married Charles Smith. They opened the American Store in Vladivostok, Russia. The professor that is coming has written a book (there were over 2,000 letters exchanged) on this topic. She will be giving a graveside talk on October 8<sup>th</sup> and the documentary will be made that week. The communities of both Somersworth and Berwick are involved in this event.

Woody has also had discussions with Robert Clifford. There may be another Pray plot near the wellhouse. Also, it was learned that James Bickford (buried in 1812) is in a family plot near the northwest corner of the cemetery. He was buried in Forest Glade before the cemetery was there. Mary Shaw indicated that she is related to the Bickfords. This may be fodder for the National Register Grant project.

Woody would like to have the chapel open while the professor and the film crew are in the cemetery. They may not be inside the chapel, but it may be "of interest" to the crew.

- 2) NH Cemetery Association Meeting (October 14th, Pat's Peak, Henniker, NH) – Mary Shaw advised that the Cemetery does not have to register as a member as the Executive Assistant is already a member. Any Trustee who wants to attend should remit \$30.00 by October 9<sup>th</sup>. Woody Openo asked how much was in the education budget should the Trustees decide to go. The Executive Assistant will let Woody know prior to the next meeting.
- 3) Grave Decorations Policy – The discussion was tabled at this meeting for a time when Margaret Roberge would be in attendance so that she could be part of the discussion/policy creation.
- 4) Miscellaneous – Robert Belmore updated the Trustees that the Clerk's payment has been stricken from the ordinance by City Council. He recommends that a Clerk should still be elected, but there will be no payment for that position. City staff will continue to record the minutes of the meeting.

Ray Atwood suggested an entrance sign to let people know that driving in the cemetery is allowed. He feels that a sign indicating "entrance" would be perceived as more inviting. Visitors may park near the chapel or near the shed. While other cemeteries do have parking areas, they also have offices located within the cemetery. These are typically cemeteries of historical significance, such as the Arlington National Cemetery. Ray pointed out that the land next to the sidewalk where Real Roseberry suggested might make a good parking spot contains graves. Vehicles can also park along the fence. The

volume of visitors might not be great enough to create a special parking spot. Woody Openo suggests that parking be utilized along the street (across the front gate), or in the Maplewood School parking lot. There has also been a wedding at the chapel in the past and parking was not an issue. Funeral processions park in the road and visitors during that time are expected to be accommodating and drive around the procession.

Next meeting scheduled for October 13, 2015 at 4:00 PM  
Meeting closed at 5:15 PM.