

Cemetery Trustees Meeting Minutes - DRAFT
June 1, 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

Visitors: Robert Belmore, City Manager x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:34 AM

Minutes of the May Meeting

The May minutes were reviewed and discussed. The Trustees identified three (3) typographical errors to be corrected – two (2) in Communications (spelling of “existing” and “Italianate”) and one (1) in Paragraph #5 of Unfinished Business (spelling of “board member”). With the correction of these errors, Mary Shaw made a motion to accept the minutes with the corrections, Margaret Roberge seconded. The minutes, with the corrections, were unanimously accepted.

Report of Special Projects of Sitting Members

A. Chapter 17 (Trustees, Officers' terms)

Chapter 17 has been reviewed up to Chapter 17.4. Maggie would like to meet with Michael Bobinsky about the remainder of the chapter as it pertains to finances.

City Manager, Robert Belmore, arrived at 10:46 a.m.

The Trustees and Robert Belmore had a discussion about amending portions of Chapter 17. The Trustees should put forth their proposals through Mike Bobinsky, and the City Council will need to accept those changes. The Trustees can provide a draft to Mike and Bob, who will set the draft to the proper format for presentation to the City Council.

Also discussed was going to a fixed rate for lot purchases. Mary asked Bob why the entire amount of money collected from the sale of a lot is not going into perpetual care. Bob will need to discuss this matter with Scott Smith before commenting. Maggie brought up that the Trustees of Trusts believe that all monies received from lot sales are currently going into Trust since the cemetery is paid for. Per NH RSA, the minimum amount to be held in Trust is \$10,000.00. Bob will look into whether the funds collected from lot sales need to be treated differently.

Maggie plans on obtaining a list of Trust funds monies from Finance Director, Scott Smith. Scott advised her that there are some additional monies remaining for chapel repairs. Scott Smith will need to be included in a discussion about the utilization of trust fund interest for flowers, mower – what is available? How to use?

Maggie also would like to find the urns from last year to fill with geraniums and placement in front of the chapel.

B. Chapel Summer Series

The schedule of events for the Chapel Summer Series is on the City's website. Maggie asked Brenda Breda, Executive Assistant to the City Manager, to post it. Also, Maggie printed programs for distribution at the Memorial Day opening of the Chapel. She feels that another batch should be printed, as people were very interested in attending future events. As well, Maggie has made arrangements to have the schedule of events printed in the Foster's newspaper.

Beth Wheland expressed an interest in collaborating with Maggie on future versions of the schedule of events brochure. Maggie asked if the City could print the brochures for her. Mike asked her to send the brochure to Public Works, specifying the quantity she would like printed. Maggie indicated she would like to have 400 for the summer as she wanted to place them with the Chamber of Commerce, and have a supply available at the Chapel during each of the upcoming events. Bob advised that printing quotes would be needed and may be obtained from B&B Printing, Staples, and Digital Ink Printing.

Prior to his departure, Bob made the following statement:

Just a reminder to keep the LChip grant in mind for future funding. They have recently given grant money to Exeter...Woody asked whether this was a matching grant....Maggie advised that Trustees are trying to stay away from matching grants.

Also, Bob went to the Chapel on Memorial Day and was happy to see people in attendance and happy to visit. He wondered about the lighting in the Chapel during sunny days. The lighting on Memorial Day was very low due to cloudy conditions. Also, consider installing a state flag and holder at the front of Chapel. He also notes that there is presently no U.S. flag, either. Beth mentions that an 1850's flag might be nice to obtain as it is representative of the flag at the time of the cemetery's inception.

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. Beth Wheland asked who the volunteers were that cleaned the Chapel, and referenced in Paragraph #3. Maggie clarified that there were no volunteers – she paid for 3 hours of cleaning. Mike advises that there are funds to pay for cleaning of the Chapel, and that Maggie should not pay out of her own pocket.

Unfinished Business

- 1.) Grave Excavation Rules and Fees – The Cornerstone bid was circulated to the Trustees a year ago. They are the current contractor for grave excavation services. Back-up is Public Works personnel. Mike asked the Trustees to acknowledge the bid in the minutes. The opening fees are being billed directly to the funeral home/family by Cornerstone – no monies are being handled by the City. The Department (Public Works) will re-circulate the bid to the Trustees. Maggie wondered whether the funeral home can call Cornerstone directly, or should the arrangements for opening graves still go through the City. Mike indicates that the arrangements still need to go through the City. He will put together a packet for funeral homes, to include after-hours instructions.
- 2.) Status of Moose Plate Grant Application – Mike communicated with Amy Dixon last week. She indicates that our packet is in order. The review process for this grant will begin mid-month. The grant is awarded in the early fall. Maggie if we could begin the work early – no. The rules stated in the grant application indicate that the project cannot begin any earlier than September 1, 2017.
- 3.) Spring Clean-up/Memorial Day – As discussed in the accompanying Director's Report.
- 4.) Italianate Wellhouse Repair – Maggie asked whether “the gentleman” was coming back. Mike indicated that Larry Veilleux would be returning to replace the boards. There was no contract for painting. Maggie has received one quote for the painting in the amount of \$1,700.00. We still need to obtain two (2) more.
- 5.) Establishing Friends Group – Maggie has obtained the packet of forms to begin set up of the non-profit group. She gave that packet to Beth for completion. There is a set-up fee of \$250.00 that must come from the Friends group as it would be inappropriate to use City money. Mike will verify this condition with Bob and Scott. Board members will need to be appointed as they must be named on the application. Maggie has begun contacting people who might be interested in serving on the board and as members of the Friends group. Beth Poulin is interested in becoming a Friend.

Maggie mused that if the start-up of the Friends group happened soon enough, and a large sum of money were to be donated, then perhaps the fence project could start sooner and funds from the grant could be used for another project.

New Business

- 1) Election of Officers – Maggie advised that the election of officers is to take place during the first meeting in the new fiscal year (July) once the ordinance has been changed to make it legal.
- 2) Miscellaneous – Mike advised the Trustees that he had approached Bibber Funeral Home about using Dignified Cemetery Services. They were not receptive to using another vendor to obtain vaults. They would prefer to remain in control over their pieces of the funeral arrangements, but appreciated knowing that the service exists.

Mary asked whether the mowing contract included the trimming of bushes and trees. Mike thought that it did on a limited basis in the Spring. Maggie asked if the Trustee marked the trees, could the trees/shrubs be trimmed. Woody reminded the group that those requests should go through Public Works. Mike indicated that the department may or may not use JLG; we may prefer to hire an arborist. Mary advises that years ago, some of the trees (particularly in the older section) were chained so they would not fall apart. One would need to be careful when pruning/removing trees in the cemetery.

Maggie would like the Trustees to draft a policy and subsequent letters to lot owners who have more decoration than just potted plants. More is no longer appropriate now that the cemetery is a historic sight. Woody advised that the rules for grave decoration should be discussed at a future meeting. Mike asked whether this was already addressed in the current rules and regulation and just no being enforced presently. Maggie and Mary both advise that enforcement is needed. Beth asked who would make the phone call to the lot owners. Maggie indicated that a certified letter would be sent. Mike indicated that the Trustees should identify those graves and advise Public Works. The department will generate a form letter from the Trustees.

The gentleman who walks daily in the cemetery reported to Maggie that the Möbius from the monument in the front row came off and has never been reinstalled.

Mary asked whether the Mayor had appointed a replacement for Ray. Mike had not heard that a new appointment was made. Woody wondered whether the man who walks daily in the cemetery would be interested. Beth said that this man lives on Copperhead, but he is worried that he might be called to the meetings “at a moment’s notice”.

Michael Bobinsky departed the meeting at 11:30 AM

Woody advised that he will not be available for the next meeting. Mary should plan on being Chair.

Next meeting scheduled for July 6, 2017 at 10:30 AM
Mary made a motion to adjourn; Beth seconded – all in favor.
Meeting adjourned at 11:44 AM