

**Cemetery Trustees Meeting Minutes
November 2, 2017**

Attending: (x=attended; a=absent)

Mary Shaw, Chairman	x
Margaret Roberge, Vice Chairman	x
Woody Openo	x
Beth Wheland	a
Neil Larson	x
Michael Bobinsky, Public Works Director	x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:46 AM

Minutes of the October Meeting

The minutes were amended to remove the word “determined” from the first sentence on Page 1 under “Report on Chapel Workshop, Next Steps”. Woody Openo made a Motion to Accept the minutes with the proposed change; Margaret Roberge seconded. All in favor.

Director of Public Works’ Report

The Director’s Report is attached hereto and incorporated herein by reference.

Report of Special Projects of Sitting Members

A. Assessment Grant

The Trustees reviewed the application for the assessment grant. The Trustees and Director engaged in a discussion about the City’s process for applying and submitting grant applications and purchasing processes for obtaining services using grant funds.

Neil Larson arrived at 11:00 AM

B. Painting of Italianate Well House

Woody brought foam boards painted with the colors the Trustees selected at their last meeting. He also brought photographs of how the colors looked. He asked the Trustees to reconsider the exterior color from light gray to dark gray, to better match the stonework of the chapel. Maggie asked to see the paint in an inconspicuous place on the wellhouse, and presented a motion for same. Woody objected to the motion given the background work already conducted. The motion was not seconded, and therefore, did not succeed. Woody presented a motion to the group to use the dark gray color for the exterior, light gray (Langdon Dove) for the interior, and blue (Veranda Blue) for the ceiling, all based upon the California Paint historical color palette. Neil Larson seconded the motion. Woody, Neil, and Mary Shaw voted for the new color scheme. Maggie abstained from the vote. Motion passed 3-1.

Unfinished Business

A. Moose Plate Grant Acceptance

This topic was previously addressed in the Director's Report attached hereto and incorporated herein. The Director stated that the grant would be formally adopted by Resolution at the City Council meeting on Monday, November 6, 2017.

B. Horne Cemetery Signs

The Trustees were provided with a proof sheet containing three (3) choices of color scheme for the Horne Cemetery sign. Maggie presented a Motion to accept Option #A, Neil seconded the motion. All in favor. Maggie presented a Motion for two (2) signs to be erected. One at the Lord's Court entrance (to be affixed on a post and not in the granite) and one on the Prospect Street side of the cemetery. Neil seconded the motion, All in favor.

New Business

A. Italianate Wellhouse Roof and Cupola

Mary brought to everyone's attention that the wellhouse is in need of a new roof. Also, at one time, there was a cupola on top, but it was stolen.

B. 2018/2019 Budget Need Line Item for Horne Cemetery

The City's budget process begins in December. The Trustees have requested to meet with Mike in a workshop to assist with proposing next year's budget.

C. Location of Cemetery Trustees Meeting

Maggie presented a motion to make 18 Lilac Lane the official meeting place of the Cemetery Trustees. Neil seconded – All in favor.

Next meeting scheduled for December 7, 2017 at 10:30 AM and will be held at the DPW Facility at 18 Lilac Lane.

Maggie made a motion to adjourn; Neil seconded – all in favor.

Meeting adjourned at 12:00 PM



**MEMORANDUM, from Michael J. Bobinsky
Director of Public Works & Utilities**

TO: Cemetery Board of Trustees

DATE: November 2, 2017

RE: Monthly Report

The following summarizes key activities involving Forest Glade Cemetery during the monthly reporting period:

- 1) Public Works staff coordinated one adult burial in mid-October.
- 2) The City's Conservation (Moose) Plate Grant application for \$10,000 to repair the main entrance gates to the Cemetery off of Maple Street was approved by the State Division of Historic Resources. The City Council will formally adopt a resolution at the November 6 Council meeting, accepting the grant funds. The grant agreement requires various endorsements and will require that the City follow standard purchasing procedures for securing contractors to conduct the repairs. Following approvals, a bid specification will be prepared and released to interested contractors. It is anticipated that this work will occur in the spring 2018.
- 3) The Director met with recently with newly appointed Trustee Neil Larson for a tour of Forest Glade Cemetery and Horne Cemetery. It was an opportunity to highlight overall cemetery property, discuss pending projects and resources used to maintain the cemetery property.
- 4) The Director met with Woody Openo to review repainting needs of the Italianate Well House at Forest Glade Cemetery. Woody is working with area historians on recommending historical period paint colors for repainting the well house. Once color is approved by the Trustees, a specific paint and color will be included in an upcoming bid for repainting the structure anticipated now to occur in the spring 2018.
- 5) I received a verbal report from Zach Andrews about his Eagle Scout project. Zach indicates he is nearly complete with the outdoor site work in identifying veteran's graves at the Cemetery. Next phase is to build a data base of names and locations of veteran's burial sites.

- 6) Staff is working with the Trustees on preparing an application with the State of New Hampshire Historic Preservation Alliance Program Funds for a \$5,800 grant for an assessment of the Furber Chapel. The Alliance Program provides funding for various preservation related projects including conducting building condition assessments to determine what is needed to repair or preserve an historic structure.

Respectfully submitted,

Michael J. Bobinsky
Director of Public Works & Utilities