

**Cemetery Trustees Meeting Minutes
January 11, 2018**

Attending: (x=attended; a=absent)

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

Visitors:

Robert M. Belmore, City Manager	x
Scott A. Smith, Director of Finance	x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:00 AM

Director of Public Works' Report

Director Michael Bobinsky opened the meeting by touching on the points outlined in his Director's report, with particular focus on snow removal along that portion of sidewalk within the cemetery fence, the preparation of both the RFB for the painting of the Italianate Wellhouse, and the RFP for the repair and upgrade of the fence and entrance pillars.

New Business

A. Grant Workshop

Scott Smith opened the workshop with a discussion of the MS-9 report that is filed annually with the State of New Hampshire. Copies of the report were handed out and discussed, particularly with regard to the Gate Fund and the Chapel Fund. In order to use these funds, a proposal for the capital improvement being made must be submitted to the Trustees of the Trust Fund. They decide from the proposal whether to release the funds.

Bob Belmore presented to the committee the process for applying for and the receipt of grant funds. Whether or not funding is applied for or accepted is the decision of the City Council. Bob respectfully suggested that the Trustees review the City Ordinance, City Charter, and Administrative Code to gain a better understanding of the procurement policy and the grant application process. Bob highlighted the City's purchasing ordinance and indicated that barring City Council approval to waive provisions of the procurement ordinance, competitive bids, quotes or proposals for services are required, after the grant is awarded.

The recommended procedure for the Trustees to apply for grants is, upon finding a grant, to work directly with Mike Bobinsky. He will bring forward to City Manager

for the necessary Council approvals both prior to applying, and once the funds have been obtained.

Scott Smith and Bob Belmore left the meeting at 11:00 AM.

Minutes of the December Meeting

The minutes were reviewed by the Trustees. Neil Larson made a motion to accept the minutes. The motion was seconded by Woody Openo – the vote was unanimous.

Miscellaneous Discussions

- A. The status of the budget will be discussed at the next meeting.
- B. Mary Shaw asked to have an update from Zach Andrews on the cemetery project. She is hopeful for a demonstration, or a review of the database that he has to date. Mike reported that at last check, Zach had completed the field work.

Meeting adjourned at 11:09 AM.