

## **Cemetery Trustees Meeting Minutes May 10, 2018**

Attending: (x=attended; a=absent)

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

Visitors:

Jenne Holmes, 125 <sup>th</sup> Commission	x
Laura Barry, Historical District Commission	x
George Poulin, Summersworth Historical Society	x

Recording: Jennifer Gosselin, Executive Assistant

Meeting opened at 10:00 AM

### Minutes of April Meeting

Minutes were reviewed; Maggie Roberge moved and Woody Openo seconded approval of the March Minutes. All voted in favor to adopted the Minutes.

### Comments by Visitors –

#### A. Laura Barry – Representing Historical District Commission

Would like to see the Trustees and the HDC do more collaboration with respect to promotion of events, the Chapel series, and the gate restoration and preservation of the cemetery and chapel.

The Historical District Commission has created a subcommittee for the Horne Cemetery to promote preservation and restoration of the Horne Cemetery. Laura is seeking members of the Trustees to serve on this subcommittee with HDC members. Laura will share the minutes of the subcommittee with the Trustees for future meetings.

#### B. George Poulin – Representing Summersworth Historical Society

Requesting permission from the Trustees to hold another walking tour at the Forest Glade Cemetery. Presently, it is scheduled for September 29<sup>th</sup>, with a rain date of September 30<sup>th</sup>. There is no interference with the Trustees Chapel event on September 9<sup>th</sup>. The Historical Society will make all arrangements for parking with the SAU (Maple Wood parking lot). There will be no expense to the City/Trustees as this is a fundraiser for the Historical Society. Also, the Somersworth 125 Commission will partner with the Historical Society for this event.

Amy LaBelle made a motion for the Somersworth Historical Society to host its own event in the Forest Glade Cemetery on September 29, with a rain date of September 30. The motion was seconded by Woody Openo – all voted in favor of the event.

- C. Jenne Holmes was approached by the Be Free Church looking for a volunteer project. Jenne has suggested that they paint the fence at the Forest Glade Cemetery and offered to approach the Trustees about the idea on behalf of the Church. DPW agreed to serve as the point of contact. Michael Bobinsky will follow up with Jenne Holmes about the contact person at Be Free Church.

Neal Larson made a motion that DPW should follow up with Jenne Holmes and the volunteer opportunity through Be Free Church for painting the fence at the Forest Glade Cemetery; The motion was seconded by Woody Openo; all in favor.

#### Communications

There were no communications sent to the Trustees

#### Director of Public Works' Report

Director Michael Bobinsky reviewed key points outlined in his Director's report, with a focus on the various upcoming maintenance details.

#### Reports of Special Projects of Sitting Members

##### A. Chapel Summer Series

Maggie provided an update on the series events: all performers have confirmed their attendance on their designated dates. Drop cards promoting the events have been printed and will be paid for by a donor. Prior to the events, the chapel will need to be cleaned, particularly before Memorial Day and before the July event. Maggie wondered whether funds could be made available to hiring a cleaning company. DPW crews will arrange for the Chapel cleaning,

##### B. Chapel Garden

Amy is looking for the donation of perennials. She has asked the City Manager's office to post the request on Channel 22; Jenne Holmes has agreed to assist with the design of the garden area in front of the chapel; and DPW will provide mulch. Amy expects to have the garden done by May 19, 2018. Also, there was discussion of a donated, large rock for the garden. Also, Amy is looking into the possibility of a stone company donating the resources for stone relocation.

##### C. Eagle Scout Zach Andrews Project Update

This was tabled until the June meeting after Neil has had an opportunity to visit with Zach and provide advice about the developing web site.

#### Unfinished Business

##### A. Rewrite of Chapter 17 Ordinance

Mike will be working with the City Manager on proposing edits to the City Ordinance to make in line with state statutes.

B. National Registry Plaque

The Executive Assistant is working on getting a final proof for the Trustees to have at the June meeting to make a decision at the next meeting.

C. Moose Plate Grant Project Status

Mike Bobinsky continues to work on the Cemetery Entrance gate and granite pillar restoration request for proposals (RFP). The draft specifications were submitted to the Trustees for their information. A draft of those specifications will be sent to the State Division of Historic Resources for review and comment before release for solicitation.

D. Assessment of Chapel

The Consultants from Groundroot Preservation have started their draft report and is being circulated to the State Division of Historical Resources for comment and review for format expectations, before submitting to the City staff and the Trustees.

Miscellaneous

The Trustees are requesting the opportunity to inventory the shed in back of the Forest Glade Cemetery for the purpose of assessing the equipment that exists in the shed for future volunteer work, determine if signs are available. Mike will work with the Trustees on arranging a site visit to the shed.

Woody Openo moved and Maggie Roberge seconded the motion to adjourn the meeting. All in favor.

Meeting adjourned at 11:30 AM.