

Cemetery Trustees Meeting Minutes July 9, 2019

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Executive Assistant

Mary Shaw opened the meeting at 3:06 PM

Minutes of June 11 Meeting

Minutes were reviewed: Woody Openo requested a correction to a typo under “New Business” – “suggersted” should read “suggested”. Mary Shaw noted that the word “opened” appeared twice at the top of the minutes and asked for the second “opened” be struck. Margaret Roberge moved to accept the minutes as amended; Woody seconded the motion to approve the June Minutes with the corrections. All voted in favor to accept the Minutes with the aforementioned corrections.

Minutes of June 26 meeting

Minutes were reviewed: Maggie made a motion to accept the minutes as is; Woody seconded the motion; all in favor.

Comments by Visitors

There were no visitors at this month’s meeting.

Communications

There were no communications received for this month’s meeting.

Director of Public Works’ Report

The Director’s Report was reviewed by the members with Michael Bobinsky. Director Bobinsky shared a memo outlining the standard operating procedure for future burials with the Trustees. He requested that they review the memo and return to the next meeting with any comments or suggestions; he plans to put the memo and SOP in place by the end of this summer.

Mary commented that there might be some City-owned land between the Greek church and the Forest Glade Cemetery for future development and burial areas and suggested requesting City Council permission to make it part of the cemetery. Mike indicated that there would need to be a formal report prepared for the Trustees with this recommendation and vetted to the City Council Committee’s before sent to the City Council for consideration.

As part of future planning and building off of past master plans for the Cemetery as a garden-style cemetery, Woody suggested hiring a landscaping firm to layout overall plots to show how to arrange them to get a certain number out of the organized spaces. This would have to be part of a future CIP project.

Maggie is going to contact the Strafford County Registrar to learn about the recording of burial deeds and whether they still do that.

Reports of Special Projects of Sitting Members

A. Grave Stone Cleaning/Straightening Workshop – NH Historical Graveyards Association

Maggie has a sign-up sheet for this event. Old Graveyard has a Facebook page, which lists the details of the event. Mike offered to post a notice on the Public Works bulletin board. Maggie plans to have refreshments in the Chapel. The City will need to provide washed pea stone (must be smooth). Maggie plans to have participants straighten the stones in the “Pauper’s Lot” after watching a demonstration at the Furber stone (outside the Chapel).

Woody asked about volunteer waivers for this Saturday. Since this is an event, no waivers are needed. If individuals would like to continue cleaning/straightening stones after, then we need to collect waivers from those individuals.

B. Repair Stones with Epoxy - Woody

Gougeon Brothers make an epoxy and will advise on repairs to stones. The epoxy is carried by Dover Marine. Mary asked if we would be able to get samples to try it out before committing to a purchase.

C. Estimate from John Wastrom on Chapel Wall – Woody

John Wastrom advises that the Chapel wall has moved since the last time he saw it. Woody requests that the wall and the roof repair be made simultaneously. He wondered if we would be able to ask for more grant money at this stage. Mike asked if we could get a report from John Wastrom. He also advises that the grant request was very specific to the slate roof. However, if it becomes discovered that the wall will be further damaged with the repairs to the roof, we will have to request an amendment to the scope of the project.

Maggie suggested that the Trustees use the assessment report to develop a specific-numbered year plan within which to make the repairs. Likely, similar to the City’s Capital Improvements Budget. The various items would be slated for repairs in certain years based on their priority. This can also be used as a guideline for their monetary goals.

Mary asked about the City’s insurance policy on the Chapel. Will it be enough to replace the Chapel if the wall falls?

D. Chapel Doors – Maggie

Maggie asked Finance Director Scott Smith to find the folder from when the Chapel doors were last replaced. Scott indicated that he is still looking for that folder. Maggie wondered who it was that replaced the doors, what the scope of work was, and the cost.

Maggie is seeking informal quotes to repair the doors. She is trying to get an idea of what the cost will be. Trustees are hopeful to have the work done before winter to protect the interior of the Chapel. If it is not possible to make the repairs before winter, then the Trustees will have to consider alternative methods of protection, such as plywood, for the entrance as there was a large amount of debris in the entryway when the doors were opened this Spring.

Unfinished Business

A. Facebook - Neil

This topic was tabled as Neil was not at the meeting to discuss further.

New Business

No new businesses was discussed.

Miscellaneous

Woody shared The Almighty Wall by William Morgan, which depicts the architectural works of Henry Vaughan, and names the Chapel at St. Paul School as one of Mr. Vaughan's most important works. Woody would like to see the Trustees arrange a field trip to receive the tour of this Chapel.

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

Meeting adjourned at 4:36 PM

The next meeting will be held on August 13, 2019 at 3:00 PM at the Department of Public Works & Utilities, 18 Lilac Lane, Somersworth, NH.