

Cemetery Trustees Meeting Minutes - DRAFT
September 6, 2016

Attending: (x=attended; a=absent)

Woody Openo, Chairman	x
Atwood, Ray	x
Poulin, Beth	a
Roberge, Margaret	x
Shaw, Mary	x
Michael Bobinsky, Public Works Director	x

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 4:05 PM

Minutes of the August Meeting

The minutes of the August meeting were tabled until the next meeting.

Reports of Special Projects of Sitting Members

The August Sunday in the Cemetery Event (poetry) went fabulously well. Margaret Roberge reported that there was great turnout and she plans on putting the poet on next year's agenda. September 25th will be the last event (musical) for the season. Maggie will spend the winter in search of new acts for the 2017 chapel events.

A noted concern was that our events at the Chapel conflicted with the events at the Historic Society. As a result, we did not get the mayor to appear at any of our events. Maggie would like to see better coordination between the committees for next year's events.

Director of Public Works' Report

Michael Bobinsky reports that the department has solicited bids for stone repair, and Ray Atwood has provided photos. Mike plans on scheduling site visits with vendors to help them understand that scope of the work involved. RFP's were sent to SRMC, Cornerstone Cemetery Services, LLC, and Beyond the Grave. Mike noted that the photos that Ray provided were not the "stones of priority", but rather a sampling of the types of repairs that are needed. Mike also notes that we did not receive any response from the vendors during the procurement period, although he feels that we may be looking at approximately \$500 to \$1,000 per stone for repair work.

Also discussed was the still much needed grave excavator. Mike expressed concern that some of the vendors only dig to 4 ½', rather than 6'. Mary Shaw explained that the graves have never been dug to 6' due to ledge. Additionally, an urn can be placed at either the head or foot of a grave. It does not have to go on top of a casket vault.

Unfinished Business

- 1.) National Register Nomination Grant – Maggie reports that the final version of the application is being submitted to the State Office this week. Peter Michaud is reviewing the final draft, and indicates that it should also be sent to the City. None of the Trustees have seen it; speculation that it was sent to Tim Metivier as he is the certified local government contact. The final decision from Concord is due in December. Woody reminded the Trustees that Lisa is supposed to give a presentation to the City Council as part of the grant. Mike will coordinate the presentation with Lisa Mausolf, the City Manager, and the Mayor.
- 2.) Italianate Wellhouse Repair/Painting – Larry Veilleux was selected to do the repair work to the Italianate Wellhouse before winter. Since the estimate for repairs was under \$1,000, the department was able to select a contractor for direct hire, rather than to undergo the solicitation of bids through the RFP process.
- 3.) Broken and Fallen Stones – See the discussion under “Director of Public Works’ Report”, Paragraph #1.

New Business

- 1) Mt. Auburn Cemetery Comparative Information – Woody Openo and Ray Atwood took a trip to Mt. Auburn Cemetery in Cambridge, MA. While they were there, they met with one of the Vice Presidents. They learned that the Friends group is very active, separate organization from the Trustees. In Massachusetts, the members of the Friends group can be the same as those serving as Trustees. Our Trustees will need to consult with the City attorney to see what the requirements of a Friends group in NH are. As well, monument repair at Mt. Auburn Cemetery is mostly handled as a contracted (out) service. It was recommended that the Trustees call ahead prior to any follow up visit and make an appointment to speak with the head of maintenance to learn further about monument maintenance. Also, the Vice President recommended creating a Master Plan for work to be performed and funding allocations. Mike thought a follow up visit in the Spring should be kept in mind.
- 2) Temporary Grave Decorations – Mary Shaw thought that two (2) weeks after Memorial Day, temporary grave decorations could be removed, pursuant to the Rules/Regulations. Maggie would like to have the Rules and Regulations pamphlet reformatted and printed on cardstock (double-sided), as are Mt. Auburn Cemetery Rules and Regulations.
- 3) Inventory of Forest Glade Cemetery – The Trustees discussed taking an inventory of all items within the cemetery that must be maintained. Mary advises that at one time, there was such an inventory, and perhaps it still exists in the drawer at Public Works. If an old inventory can be found, the Trustees would be interested in updating from that point.

4) Miscellaneous Items –

- A. Saturday burials require further discussion. Other cemeteries are charging significantly higher rates than we do currently. Considering the expense of overtime, we need to look at bringing our rates into alignment.
- B. Maggie has had discussion with two (2) Master Gardeners (Mariah Wiggins and Jen Spinney) about designing plantings for the triangle in front of the chapel. The gardeners would put design the foliage from photographs, then task the Trustees with a plan of work for completion.
- C. The Trustees are interested in following up with Susan Bishop regarding her volunteer experience in the cemetery. They would like to see a copy of her report, and learn of the grade earned for her class. The Trustees would like to develop a guide for future volunteers and determine how best to structure this program going forward.

Next meeting scheduled for October 4, 2016 at 4:00 PM.

Meeting adjourned at 5:05 PM.