

Cemetery Trustees Amended Meeting Minutes
September 10, 2019

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Executive Assistant

Mary Shaw opened the meeting at 3:07 PM

Minutes of August 13 Meeting

Minutes were reviewed: Woody Openo noted that the 3rd paragraph under the “Miscellaneous” header contains typos: “Developmen” should read “Development”, and the words “on going” should read “ongoing”. Margaret Roberge moved to accept the minutes as amended; Amy LaBelle seconded the motion to approve the August Minutes with the corrections. All voted in favor to accept the Minutes with the aforementioned corrections.

Comments by Visitors

There were no visitors at this month’s meeting.

Communications

The New Hampshire Old Graveyard Association sent its newsletter to the Cemetery Trustees. The newsletter is published up to three (3) times per year. Going forward, copies of the newsletter will be made and distributed to each of the Trustees.

Neil Larson arrived at 3:11 PM

Director of Public Works’ Report

The Director’s Report was reviewed by the members with Michael Bobinsky. Highlighted was the on-site meeting with LCHIP officials and the City’s response to the official’s follow-up questions being due by Columbus Day, and the SOP on selling and processing burial records related to the purchase of cemetery plots. On the latter topic, Maggie requested that the final draft be re circulated to the Trustees for discussion at their October meeting. The SOP’s had been presented first to the Trustees at their July meeting. Staff will provide another copy of the SOP for the Trustees.

Also included was a year-to-date review of the budget with the Trustees.

Reports of Special Projects of Sitting Members

A. July and August Chapel Events – Maggie

Maggie advises that the chapel events will continue through October. Bob Moore - who is a musician, poet, songwriter, and chemistry teacher – will perform at the chapel on Sunday September 29th. In addition, The Irish will return on Sunday October 13th.

Maggie reports that the NH Humanities organization has a list of speakers that the Trustees might be able to host jointly with either the library or the museum in the future

B. Chapel Doors and Door Frame – Maggie

Maggie suggested that this topic be scheduled for a workshop discussion. There is a significant opening for small animals that needs to be sealed. The door frame is part of the issue. Maggie recommends staff lock and seal the Chapel for the winter on October 13th to help prevent small rodents from accessing the building. Amy LaBelle reminded the Trustees that she takes her Somersworth Middle School students on a tour of the Chapel as part of an educational unit.

Unfinished Business

A. Facebook - Neil

Neil Larson has had discussions with City Manager Bob Belmore regarding a Cemetery Trustee Facebook Page. The City Manager expressed his desire to see all City promotions go through a central channel already established rather than through individual channels. An alternative suggestion was made that the Trustees have a singular “Events” page for chapel promotions, workshop events, etc. as an offset of the City’s website. Also discussed was Neil looking into the possibility of utilizing Instagram to promote cemetery events. Neil will research what other cemeteries are doing and was asked to meet again with the City Manager to review his latest recommendation.

New Business

A. Winter Workshops

Maggie is advocating for more workshops. She feels that additional workshops would give the Trustees time to discuss more details about the proposed projects planned for the cemetery. The workshops’ topics would focus on one project, or aspect of a project that needs detailed discussions rather than trying to have detailed discussions about each project within the space of a monthly Trustees meeting. She would also like to see project files created for each project (to include RFP/RFB, bids, etc.) and made accessible to the Trustees. Concerns were expressed about having workshops as separate meetings. Some felt that time for additional meetings would not always be feasible and that some workshop meetings might not be attended by all. The workshops would still be noticed, but no votes would be taken until the regular monthly meetings. The Trustees will discuss the SOP on Sale of Lots at their October 8th meeting. Additional workshop schedules will be discussed at that time, as well.

B. Brochure on Chapel

The Trustees will collaborate on a brochure for the Furber Chapel. Many questions are asked about the inside of the Chapel at the Summer Sunday events. Maggie would like to have a brochure for people interested. Maybe include tidbits of news from museum walking tour, pointing visitors toward notable graves.

Miscellaneous

Woody reported on the LCHIP Committee's visit to the Chapel on August 22, 2019.

George Born reviewed the application process with all present for the City (Trustees, City Manager, and Director of Public Works) and spent approximately 30 minutes performing site review at the Furber Chapel.

Mike spoke with John Wastrom about his opinion of the bulge in the Chapel wall. John indicated that it is now more noticeable than it was when he first saw it 10 years ago. He has safety concerns and feels a temporary support should be considered if the slate roof replacement work takes place. Woody recalls that John looked at the wall 2 to 3 years ago (rather than 10), and raises the point that the building was "over-mortared" with Portland Cement when the walls were repointed. Because of the impervious nature of Portland Cement, moisture became trapped inside the wall, which dissolved the original lime mortar.

Woody points out that there is a large dead pine tree behind the Italianate wellhouse that should be removed before winter. Mike indicated that he would review further on site and with staff.

Amy LaBelle moved to adjourn the meeting; Neil Larson seconded the motion. All in favor.

Meeting adjourned at 4:17 PM

The next meeting will be held on October 8, 2019 at 3:00 PM at the Department of Public Works & Utilities, 18 Lilac Lane, Somersworth, NH.