

Cemetery Meeting Minutes
Thursday, December 3, 2020
City Hall Chambers

Attendance:

Michael Bobinsky- Director of Public Works
Margaret Roberge- Chair
Neil Larson- Vice Chair
Woody Openo
Mark Richardson
Amy LaBelle- Secretary
Keri Gordon

Maggie opened the meeting at 3:35pm.

Minutes of November 19, 2020

The minutes were approved. Mark Richardson moved to accept the minutes. Woody Openo seconded the motion. All in favor.

- Woody noted typos in the minutes.
- Trustees felt that bids for repair and painting of the fence would go out now and not Spring/Summer. Mike Bobinsky will look into this.
- Mark Richardson moved to accept the amendments. Maggie Roberge seconded the motion.

Comments by Visitors

Welcome Keri Gordon. The new Administrative Assistant at DPW.

Director of Public Works Report

The Director's report was reviewed by all members with Michael Bobinsky.

The following highlights were mentioned:

- a. Staff continues to receive compliments over the completion of the replacement of the slate roof on the Furber Chapel. Alden Bailey Restoration provided staff with shop drawings of the materials used for future references, as needed. The contractor saved approx. 100 pieces of old slate and provided about 100 pieces of new slate to the City, if needed, for future repairs. Future chapel repairs needed include rebuilding the North wall and pointing the entire exterior of the Chapel with new mortar.
- b. Staff is working with LCHIP and Moose Plate Grant officials on the remaining documents needed as we plan to close out the Furber Chapel slate roof replacement project. A stewardship agreement, the specifics on the historical upkeep of the roof, needs to be approved by the City Council, along with other documentations showing City local match funds are available. A final close out report on the overall project will be required and staff is pulling those documents together at this time.

- c. Directors report states that there were no burials since the 11/19/2020 meeting. However, there was a burial. The Grant Family. An amendment will be made to the Director's report stating this.
- d. Staff is currently working with an individual on the purchase of 1-2 cremation lots in the Cremation Garden. There is an individual who wants to purchase 2 full burial lots on the outer ring of the Cremation Garden adjacent to Ave. 3S. The Trustees agreed to allow the sale of available full lots along Ave. 3S at the November 19, 2020 meeting, but not allow upright markers in this area. Trustees will only allow flat or slightly raised markers. Staff is in the process of marking out these burial locations, preparing burial deed documents, and obtaining receipt of payments for the lots.
- e. The Trustees asked Staff to prepare a standard specification for what is allowed for cremation vaults. ***The City of Somersworth Forest Glade Cemetery requires a Mackenzie style cremation urn vault or approval of equal for all cremation burials.***
 - i. Neil Larson made a motion to accept Mackenzie urn. Woody Openo seconded motion to approve.
- f. The Trustees asked Staff to prepare a winter burial statement for use in updating the City's Cemetery Rules and Regulations and Website. (Keri to work with Brenda on Cemetery website 12/04; to update, possibly say Rules and Regulations is under construction. For winter burials, current rules indicate that the City stops burial activity as of November 15. Staff proposes to change that practice and allow burials up until the ground is frozen and/or the first major snow storm. Trustees were supportive of this change. It was noted that DPW operations do not provide snow plowing services at Forest Glade in the winter with the exception of the pathway along Maple Street, as this is a walking route. The following is the proposed statement:
Winter burial at Forest Glade Cemetery will be allowed subject to conditions. The City of Somersworth does not have its Public Works operations plow and clear snow on the roadways within Forest Glade Cemetery. Therefore burial services can occur beyond November 15 subject to general conditions that allow for access and that the ground is not frozen. "Spring burials are subject to conditions"- possible amendment to statement.
- g. Lastly, Mike Bobinsky would like a project priority review from the Trustees of projects that may include:
 - i. Painting the Maple Street fence
 - ii. Re-roofing the Italianate Well House
 - iii. Grave Marker Repairs
 - iv. Selected tree removal-hazardous trees
 - v. Furber Chapel North wall reconstruction and re-pointing the exterior
 - vi. Seek additional Historic Preservation Grants.
 - vii. Procedures and Requirements of burial without a funeral director

New Business

- a. Discussion on budget for FY22. This budget starts in July 2021. Budget due to City by January 7, 2021.

- b. Still have approximately \$8,000 left in the budget for FY2020.
 - i. Trustees noted that there are some trees that need to come down.
- c. Maggie proposed Epoch Preservation. A restoration company out of Ipswich, Mass. This company plans to come do a walk-through of Forest Glade to generate a list of stones that need to be fixed, especially along Maple Street. Keri to research the list of stones that were repaired 3 years ago by Beyond the Gravestone.
- d. Maggie proposed that we apply for another LCHIP grant.
- e. Two stones have been uprighted at this time, one along Ave J (Cook)
- f. Maggie submitted pictures of stones that might be suggested for future burials.
- g. A stone was dropped in the cemetery by a stone cutter. (Flayhan). All unsure of who left it and what is supposed to be done with it.

Miscellaneous

- a. Mike Bobinsky would like a proposed list of FY22 budget requests. Email him by January 7, 2021.
- b. Mark Richardson has noticed more and more people walking in the cemetery due to Covid-19. These people are noticing how well we are fixing up the cemetery. He contacted the Career Tech Center at SHS to look into drone pictures in the Spring.
- c. Maggie presented Mike Bobinsky with an antique lock that she purchased to possibly use on the front gate.

Amy LaBelle moved to adjourn the meeting. Neil Larson seconded the motion. Meeting adjourned at 4:50 pm.

Next meeting: Thursday, January 14, 2021 at 3:30 pm (Location TBD)