

**Cemetery Trustees Meeting Minutes - DRAFT**  
**January 3, 2017**

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 4:06 PM

Minutes of the December Meeting

The December minutes were discussed. The Trustees pointed out that in the first paragraph under “Unfinished Business” the sentence in the third line represents that there is a hole in the roof of the Italianate Wellhouse. This should read that there is a hole in the wall. Upon notating that change, the Trustees unanimously agreed to accept the minutes with the indicated change.

Communication

Margaret Roberge received an e-mail from Amy Dixon, the Grants Coordinator for the NH Division of Historical Resources. In anticipation of the Forest Glade Cemetery being accepted to the National Register, Maggie reached out to Ms. Dixon to discuss what grant opportunities might be available to provide funding to assist with the City’s efforts to preserve the Forest Glade Cemetery as a historically significant site within our community. Among the suggestions provided by Ms. Dixon was the suggestion of seeking a planning grant through the NH Preservation Alliance to have a team of professional historians assess the Forest Glade Cemetery and develop of prioritized plan to address the needs of the cemetery. Other grant opportunities included application to receive funding from the Conservation License Plate Grant. The letter of intent is due by March 24<sup>th</sup>, with the full application being due on May 12, 2017. Mike Bobinsky suggested including this topic in next month’s agenda in the hopes of having full attendance of the Trustees.

Director of Public Works’ Report

The Director’s Report is attached hereto and incorporated herein by reference. Director Bobinsky reported that the Public Works’ crews cleared the front road of the cemetery to provide access to the school children who walk to Maple Wood Elementary school. The Trustees voted unanimously to accept the report.

Also discussed was the need to reevaluate the burial rates. A comparison of rates from various communities was provided. Mike suggested tabling this discussion until next month's meeting.

### Unfinished Business

- 1.) Budget for Fiscal Year 2017/2018 – The Director and Trustees discussed the upcoming budget. Mike recommends level funding from last year's budget. He also suggested updating the line item expense descriptions to include current projects to be transparent in what projects the Trustees are trying to complete.

City Manager, Bob Belmore, arrived at 4:45 PM.

### New Business

- 1) Mary Shaw asked Bob for a clarification of the terms under which the Cemetery Trustees serve. The ordinance indicates a five –year term of service. However, the current Trustees have all received letters of confirmation that their terms are for three years. The State's RSA links to our ordinance, so the terms should be for five years. Bob indicated that this was an oversight; most of the boards/committees in the City serve for three-year terms. Maggie brought a motion to create a subcommittee for the purpose of housekeeping on Chapter 17; seconded by Ray Atwood. The subcommittee will consist of Mary and Maggie. They will work on making suggestions for changes to Chapter 17, and will bring those proposals to the Trustees for further discussions.
- 2) Miscellaneous – Mary asked City Manager, Bob Belmore, about the possibility of getting a member of the City Council assigned to the Cemetery Trustees. Mr. Belmore indicated that this was not possible and suggested that the Trustees work with Director Bobinsky to make changes, etc., and that Mike would bring those proposals to Bob and the City Council. Mayor-sponsored items appear on the City Council agenda for action.

### Future Agenda Items

For next month's agenda, topics will include the following:

- Status of Historic Designation
- Letter of Intent for Conservation License Plate Grant
- Chapter 17
- Budget
- Burial Rates

Next meeting scheduled for February 7, 2017 at 4:00 PM.

Meeting adjourned at 5:26 PM.