

Cemetery Trustees Meeting Minutes - DRAFT
April 6, 2017

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Public Works Executive Assistant

Meeting opened at 10:30 AM

Minutes of the February Meeting

The March minutes were reviewed and discussed. Trustees recommended that the fifth line in the first paragraph under “Unfinished Business” be changed to read “Amy Dixon”, rather than “Amy Dixon”; also, in the eighth line in the first paragraph under “New Business”, the wording should be that the “sub-committee could”, rather than the “sub-committee cold” . Maggie Roberge made a motion to accept the minutes with the proposed changes, Mary Shaw seconded the motion; all present were in favor and the March minutes were accepted with changes.

Welcome Trustee Beth Wheland

The Trustees welcome their newest member, Beth Wheland, to the group. Beth is a lifelong Somersworth resident. She was a service member until ten (10) years ago. She has recently returned to her childhood home on Lil-Nor Avenue after having lived in Michigan. Her career highlights include marketing for non-profit groups, like Muscular Dystrophy, and University of Michigan.

Report of Special Projects of Sitting Members

Maggie reports that she has received a request from the string quartet that performed last summer to return this year and be part of the Summer Sunday in the Park monthly line up. Maggie would like to solicit additional funding for the quartet. The first item of business for her monthly series will begin on Memorial Day (May 29th). While the Chapel is opened to the Public, she would like to hand out the itinerary of events for the Summer Sunday in the Park series to raise awareness that there are events happening. This year, she would also like to implement a small admission for public attendance. Other events that have also been suggested for the monthly Sunday event are: a walk showcasing “folks you know” (for the older generation), a storyteller to relay local lore pertinent to those buried in the Forest Glade cemetery.

Director of Public Works’ Report

The Director’s Report is attached hereto and incorporated herein by reference. Specifically discussed was the contract extension with JLG Landscaping Services.

Director Bobinsky confirmed that the two (2) year mowing extension discussed in the last meeting has been finalized.

As well, Director Bobinsky is finalizing the details for a service contract with Keith Racine of Cornerstone Cemetery Services for grave excavation services. Once Keith's rates have been determined, the Trustees will have to move to adopt those rates. The City Council will also have to approve the adoption of rates in order for the increase to become effective. Depending on circumstance, the City reserves the right to prepare the grave, rather than the use of the contractor. Chairman Woody Openo commented that a vote should take place today under new business to allow Director Bobinsky to move quickly to secure the service agreement.

Unfinished Business

- 1.) Meeting Times – The Trustees have agreed that all future meetings will be held on the first Thursday of the month at 10:30 AM.
- 2.) Moose Plate Grant Application – The application deadline to apply for funds collected from the sale of the NH moose plate is Friday, May 12 2017. The next meeting of the Cemetery Trustees will be eight (8) days prior to that deadline. They anticipate reviewing the application at that meeting. In the meantime, Woody proposes that the Trustees obtain quotes on the proposed work to be done.

A quick brainstorming session yielded interest in seeing the completion of the following products:

- a.) Repair/Painting of Maple Street side of the fence;
- b.) Preservation of the fence around the plot behind the Chapel;
- c.) Cleaning/Repair of the Main Gate, to include stone identification;
- d.) Research of the Italianate Well house and Chapel with an eye toward restoration to historical accuracy, including a paint analysis*;
- e.) Stone setting/repair*.

*The cost of these projects might be low enough so as to pay for out of Cemetery budget, rather than through grant monies. Also, Trustees acknowledge, with regard to the stone setting/repair, that the stones are private and they will still need to do family research and send notices.

Trustees also discussed that Mt. Auburn Cemetery might be a good resource for contractors (welders, etc.) for repair projects. Our cemetery has similar repairs to those likely already done in the Mt. Auburn Cemetery.

Beth asked whether the items that are most visible (fence) to the community are the priority for repair. Maggie agrees that this would make sense. Woody stated that past practice for prioritizing repairs was to make repairs on items that are most visible to the public. The more attention that can be garnered for the cemetery, the more money the Trustees are apt to raise for future repairs.

Woody asked whether there is money in the budget for repairs to the Italianate wellhouse roof. Maggie thought the walls of the wellhouse should be restored first, then the roof. The Trustees need to develop a plan of projects, rather than undertaking many, small, on-going projects. Beth recommends that the Trustees keep in mind that such a list will be fluid in case funding is not available.

- 3.) Stone Setting and Repair – Discussion was started (sixth paragraph, above), and the Director indicate that stone setting and repairs could begin in the new fiscal year (FY18, begins July 1st). Woody asked about hosting a class for stone setting and repairs in the next fiscal year. A suggestion was made that a small workshop might be done as part of Maggie's Summer Sunday in the Park monthly series. Small admission fee would be charged for public attendance to help offset cost.
- 4.) Establishing Friends Group – Maggie discussed the formation of a "Friends of the Forest Glade Cemetery" group with the Finance Director, Scott Smith. He does not believe there will be a problem with obtaining IRS 501(c)(3) status, which is the non-profit designation so that donations received can be tax deductible. All donations received will be deposited in a City account, which is earmarked specifically for the cemetery. Woody thought that the "Friends of the Dover Library" would be a good model. Further discussion on this topic was tabled until the next meeting.
- 5.) Chapter 17 – The Chapter 17 committee has almost completed their recommendations for revision. They plan to present their proposal to the Trustees at the next meeting for discussion and vote. From there, the recommendations will be circulated to both the City Manager and the Public Works Director for review, then advanced to the City Council (maybe also the Government Ops Committee) for approval.

New Business

- 1) Spring Clean Up – Public Works crews will be in the cemetery evaluating the limbs that may need to be removed from the winter storms. Director Bobinsky plans for this to happen ahead of the mowing season.
- 2) Miscellaneous – Woody and Maggie attended the Workshop Meeting of the Somersworth Historic District Commission ("HDC") on February 22, 2017. The HDC questioned whether the Horne Cemetery was a City-owned cemetery, or whether it was privately owned. Maggie found the deed showing the City's acceptance of the cemetery along with the ordinance. She was unable to find any record relative to the fence, however. Mary Shaw offered that the Women's Club have memos discussing the fence and the need to have one installed prior to the City's acceptance. The President of the Women's Club, Pat Coolidge, will look into their documents to see if anything else is there.
- 3) Director Bobinsky reminded the group to be mindful that other may have scheduled the Executive Conference Room after hours. We will have to be mindful of the time if we are to continue meeting during the day that other business is also taking place.

Next meeting scheduled for May 4, 2017 at 10:30 AM

Maggie made a motion to adjourn; Mary seconded – all in favor.

Meeting adjourned at 12:10 PM