

**Cemetery Trustees Meeting Minutes  
December 10, 2019**

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Executive Assistant

Mary Shaw opened the meeting at 3:00 PM

Director of Public Works' Report

The Director's Report was reviewed by the members with Michael Bobinsky. Highlighted was the award of the \$30,000 LCHIP grant to the City for the preservation of the Furber Chapel in the Forest Glade Cemetery. Mary Shaw asked if the formal bidding process would be required for this work. Mike explained that once the grant awards are accepted by City Council, the department will prepare a formal Request for Bid. Mike anticipates soliciting bids through the winter months to put the project in position to begin in the Spring.

Minutes of September 10 Meeting

Minutes were reviewed: Woody Openo asked that the wording in the second paragraph under the heading "Miscellaneous" be changed from "temporary structural bearing" to "temporary support". Also, he would like the last sentence of the second paragraph changed to read "...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." Neil Larson moved to accept the minutes as amended; seconded by Mary; all in favor.

Comments by Visitors

There were no visitors at this month's meeting.

Communications

No communications had been received since the last meeting.

Reports of Special Projects of Sitting Members

A. Chapel Doors and Door Frame

This item was tabled until the next meeting.

B. Research Other Cemeteries Regarding What Media They Use to Inform Public of Cemetery Events

C. Can We Use Instagram?

Discussion was discussed by Mike Bobinsky to explain that the City is in the process of developing a Facebook page and possibly a future tweeter account, and that the Trustees would be able to get cemetery-related information to the public through the City's future Facebook page. Neil has been looking into the Instagram platform and will submit a proposal at the next meeting, which will include the Cemetery Trustees' objectives.

Unfinished Business

Both items (Winter Workshops and Brochure on Chapel) were tabled until the next meeting.

New Business

A. Dead Trees

Mike discussed the topic of dead trees in the Director's Report. He indicated that there was a large limb that fell during the winter storm. There was no damage to any of the monuments in the area where the limb fell. Burke's Tree Service has been hired to remove the tree. The tree removal is anticipated to occur during the month of December.

B. Front Gates – Security/Locking

This item was tabled until the next meeting. Discussion was held about not using a chain to hold the gates together so as to preserve the new finish on the gates. Executive Assistant advised her understanding to be that the lock on the gates would be keyed to the chapel – one key to open both.

Miscellaneous

No topics were brought up for miscellaneous discussion.

Next meeting will be held on January 14, 2019 at 3:00 PM at the Department of Public Works & Utilities, 18 Lilac Lane, Somersworth, NH. Woody advised that he will not be able to attend as he will be out of town until January 16, 2019.