

**Cemetery Trustees Meeting Minutes  
February 11, 2020**

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Executive Assistant

Margaret Roberge opened the meeting at 3:06 PM

Minutes of September 10 Meeting

Minutes were reviewed. Neil Larson moved to accept the minutes as is, seconded by Woody Openo; all in favor.

Comments by Visitors

There were no visitors at this month's meeting.

Communications

Jennifer Gosselin provided the Trustees with copies of letters received from Birgitta Ingemanson. One from October and one from December. Trustees who attended the October 8, 2019 meeting (non-quorum) were advised of the October letter. The December letter is a follow up to the October letter. Ms. Ingemanson is a Professor Emerita from Washington State University who is writing a book about the Pray family, who are buried in the Forest Glade Cemetery. Her question is who organized the Pray family's eight gravestones to look exactly the same. The Trustees discussed where information might be found and agreed to view the grave lots in the Spring. A response letter was dictated and the Department will send a response.

Director of Public Works Report

The Director's Report was reviewed by the members with Michael Bobinsky. Highlighted was follow-up actions for the LCHIP Grant, future work on the scope of work and bidding documents for the roof repairs to the chapel; bidding documents including the scope of work must be approved by LCHIP staff, prior to the bid solicitation process.

Reports of Special Projects of Sitting Members

A. Chapel Doors and Door Frame

Concerning the chapel repairs to be made in the coming year, interest was expressed in creating a prioritization of next steps. Knowing the order of the repairs to be performed would be instrumental in assisting with the timing of having the jobs smaller than the roof repair performed in a manner that is consistent with the other work performed. Mike recommended that the Trustees rely on the chapel assessment

report. Some funding for smaller jobs might already be in the operating budget. For example, \$2,500.00 was the estimate for the “door and surround”. Trustees wondered whether a historical architect should be hired to perform the repairs, or is a “fine craftsman” acceptable? Suggestion was made that the Trustees look to other “Henry Vaughan” work, such as the St. Paul Church. If they have made repairs to their doors, who did the work? Also, suggested was that the Trustees reach out to the Strawberry Banke Museum. They have smaller improvement projects performed. The State also has a list of vendors that could be used. It was also noted that Chinburg, the company who renovated the Hilltop School might be approached about the historic restoration work the chapel needs. Also, homeowners living in the Historic District might be asked who performs their home repairs.

**B. Proposal of a new Instagram Account**

Neil presented a proposal for establishing a Forest Glade Cemetery Instagram Account. Mike advised that the proposal overall is inconsistent with the City’s current policy to centralize social media and not have separate social media accounts from Committee’s. Mike suggested that the Trustees consider more utilization of the City’s existing web page for the Forest Glade Cemetery to propose to City staff to post pictures, documents, etc. Maggie moved for Trustee Neil Larson to Present the Proposal of the Instagram channel to Michael Bobinsky and Bob Belmore for the purpose of generating community interest in the Forest Glade Cemetery. Neil seconded the motion; all voted in favor.

**Unfinished Business**

All items (Winter Workshops, Brochure on Chapel, and Front Gates) were tabled for discussion until the next meeting.

**New Business**

**A. Bid Specs for Chapel Roof Replacement**

Mike discussed the bid specs for the Chapel Roof Replacement project in the Director’s Report.

**B. Cremation Garden – Double Urns. V. Single Urns**

This item was tabled for discussion until the next meeting.

**Miscellaneous**

The Italianate Wellhouse needs a discussion about the repair. Trustees are hoping to have the work done in the next fiscal year (FY21). Trustees suggested contacting the shake shingle roofer that did the work to restore the building at 86 South Street for a quote to re shingle the Italianate Wellhouse roof.

Woody moved to adjourn the meeting; Neil seconded the motion. All in favor.

Meeting adjourned at 4:23 PM

The next meeting will be held on March 20, 2020 at 3:00 PM at the Department of Public Works & Utilities, 18 Lilac Lane, Somersworth, NH.