

Cemetery Trustees Meeting Minutes
March 10, 2020

Attending: (x=attended; a=absent)

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

Recording: Jennifer Gosselin, Executive Assistant

Mary Shaw opened the meeting at 3:03 PM

Minutes of February 11 Meeting

Minutes were reviewed. Margaret Roberge 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 a letter received from Keith Racine advising that he will not be renewing his excavation contract with the City. As of March 15, 2020, Cornerstone Cemetery Services will no longer provide grave excavation services. The Director has asked Tom Duffy for a proposal for burial work along with other needed documentation. Maggie also has contact information for a full-service burial company that she will provide to Michael Bobinsky.

Director of Public Works Report

The Director's Report was reviewed by the members with Michael Bobinsky. Discussion about the Wooley family holding a family gathering at their multi-family grave space at the Cemetery on Saturday March 14. The family proposed to install a small precast concrete base and a flat marker at the grave space to honor a recently deceased family member. Trustees asked about Public Works staff preparing the space to accommodate the foundation; protecting the newly dug area with a plyboard until the family arrives. Maggie offered a Motion for the Trustees to authorize Michael Bobinsky to work with the family to set the stone flush, and have one of the Trustees visit the site to affirm proper installation. Woody seconded the motion. All in favor. Also discussed were the requirements for the LCHIP grant work to be done later this year, including the establishment of a stewardship plan for on-going maintenance of the Furber Memorial Chapel. Trustees expressed interest in having the City Engineer involved with the project. The Director indicated that the City Engineer is currently active with the project.

Reports of Special Projects of Sitting Members

A. Chapel Doors and Door Frame

Maggie contacted both St. Paul Church and the Strawberry Banke Museum and learned the names of some people to contact for repair work.

B. Proposal of a new Instagram Account

Mike reported that he is still working to set up a meeting with the City Manager and Neil to discuss the creation of an Instagram account.

Unfinished Business

A. i. Standard Operating Procedures on Sale of Lots

Mike will email the Trustees the working Standard Operating Procedures (SOP's) that was prepared last year.

ii. Proposed Rules and Regulations

The Trustees received a copy of the Rule and Regulations. They will begin to review the content individually to be ready for a group discussion at their next meeting.

iii. Cemetery Size

Trustees inquired whether the land between the Forest Glade Cemetery and the Greek cemetery belongs to the City for future development. The land is City property but would require City Council approval as to its use.

B. Brochure on Chapel

Discussion on the Chapel brochure was tabled until next month's meeting.

C. Front Gates – Security/Locking

Department staff is looking into new locks for the main gates off of Maple Street. The Trustees expressed preference on a lock that is “antique-looking” in nature to fit with the current décor. A locksmith might also be an option to preserve the current gate lock. The vendor hired to restore the main entrance gates will be contacted for possible lock mechanism options.

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

The double lots in the cremation garden should be side-by-side, rather than on top of each other. Two markers would not work if you place one urn on top of another. Discussed was reworking the cremation garden map to provide more detail. Trustees would like to be able to see which spaces are doubles v. singles, who is interred, and the dates of interment. Trustees will be asked to assist with this effort to change layout of future spaces.

C. Trustee Membership in the NH Historical Society

Maggie offered a motion for the Trustees to purchase a group membership to the NH Historical Society; Woody seconded the motion. All in favor.

Miscellaneous

Trustees opened a discussion about changing the time to better accommodate attendance of all members. Further discussion was tabled for a meeting with a quorum so all Trustees could be part of the discussion.

Ideas for the summer series were discussed.. Ideas include hosting mini-tours, inviting speakers with historical gravestone expertise, and hosting an outdoor event (rather than inside the Chapel – “picnic in the park” idea). Maggie will be working on recommended schedule and events over the next several weeks and will report out at next meeting.

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

Meeting adjourned at 4:29 PM