



CEMETERY COMMITTEE

Meeting Notes No Quorum of Members Present in Person

**Thursday, December 1, 2022, 4:00 p.m.
Planning Board Conference Room
1 Junkins Avenue
Portsmouth, NH 03801**

Members Present: Susan Sterry, Co-Chair; Donald Margeson; Eva Boice; and Michael Griffin in person
Kerry Rubinstein and Celeste Brooks by Zoom

Staff Present: Suzanne M. Woodland, Deputy City Manager/Deputy City Attorney (DCM)

1. Call to order at 4:02
2. Roll Call of the Members as noted above. No quorum was physically present.
3. No action was taken on the minutes of November 3, 2022 due to lack of quorum.
4. Discussion of Ms. Rubinstein's donation to support the Cemetery Committee's work.
5. Update on Moose Plate Paperwork. The DCM provided an update on completion and submission of the paperwork and the efforts to get updated pricing for the work contemplated.
6. Update on edits for Rack Card. Update provided by the DCM and discussion that the DCM would proceed with having the rack card printed for the committee members to distribute.

7. Update on POG Testing- DCM provided an update on alternatives to the original proposed scope of work from Weston & Sampson including perhaps more limited testing and/or more limited repairs to the worse walls even if more of a temporary/stabilizing measure.
8. Update on Signage for Cemeteries – regarding dog and time of use: DCM is working with the Department of Public Works relative to proposed signage.
9. NH State Register of Historic Places Sign Markers- DCM will follow up with the Department of Public Works regarding availability of a granite post for a marker.
10. Headstone Cleaning Request from Non-residents. Co-Chair Sterry reported on her volunteer work to assist a family with a grave at Calvery.
11. Signage for South Street cemeteries. Ongoing effort to create signage.
12. Other business. Discussion of vault door in need of repair at Cotton Cemetery.

Adjournment at 5:00 p.m.

Notes prepared by: Suzanne Woodland, Deputy City Manager / Deputy City Attorney
Approved at May 4, 2023 meeting