



CEMETERY COMMITTEE

Meeting Minutes

Thursday, July 6, 2023, at 4:00 p.m.

Meeting held in person at City Hall in Conference A

Members Present: Susan Sterry, Co-Chair; Deirdre Forte, Co-Chair; Eva Boice; Sue Polidura; Celeste Brooks; and Peter Splaine. Duncan McCallum arrived at 4:10 p.m.

Staff Present: Corin Hallowell, Parks and Greeneries Foreman
Synthia M. Ravell, Legal Administrator II, Legal Department (to take minutes)

1. **Call to Order and Roll Call** – Meeting was called to order at 4:01 PM and the members of the Cemetery Committee were present as noted above.
2. **Approval of Minutes/Notes from May 4, 2023** – Motion was made by Sue Polidura, seconded by Celeste Brooks, to approve the minutes of the May 4, 2023, meeting. All in favor.
3. **Report on how to clean Blue History Signs** – Forte reported that the original company that created the signs was bought out and she has not received a call back from the new owners. She did research on cleaning the signs and will try one sign to see how it goes.
4. **Report on types of National Registry Signs** – Boice reported that Hall Cemetery, Point of Graves, and Pleasant Cemetery are all on the National Registry as historic. She stated that she tried to stay local for signage for the historic cemeteries but could only find 2 companies for historic signs and they are both in Ohio. She called the State of New Hampshire to confirm who they use, and they use a company called Sewah, which is one of the sign companies she located in Ohio. Sterry will talk with Hallowell when they meet next week and will get back to Boice. Sterry will also talk with Deputy City Manager Suzanne Woodland.

5. **Report on cleaning of wrought iron in all of our cemeteries** – Sterry had a slide show of pictures taken at Point of Graves Cemetery and the fence and turnstile that need work completed. The estimate was over \$10,000 but the work will last another 150 years. Briefly discussed doing a fund raising and/or grant for funds.
6. **Report on next steps in restoring Hall Cemetery** – Sterry provided a slide show of pictures. Hallowell updated that the approval has been given to take down trees; however, need permission from the neighbor to use his land to access the area the equipment needs to get into in order to do the work.
7. **Report on signs for Dusk to Dawn and pick up after your dog** – Hallowell noted that approval has been given for the signs. Now the work to make the signs needs to be done and that they'll probably get posted sometime in September. He also mentioned that they need to walk and decide where to site the signs.
8. **Update Moose Plate grant** – the sea wall permitting is moving forward.
9. **Restoration of Cotton Cemetery's South Street Wall and Doors** – Sterry provided a slide show of pictures which provided a visual of the issue with grubs. Discussion was also had regarding work to be done, including cleaning and painting of some doors, removing some tar, and there are some doors that need to be replaced and it will cost approximately \$5,000.
10. **Training for headstone repairs and straightening out** – Woodland is working on this. Sterry said they need to let the State know that the City will be using John Lord. Hallowell wants to learn how to do this as well as train a couple of his employees.
11. **Database and map for website** – The cemetery project had been put on the back burner while IT updates the City's systems. Woodland will talk to IT. Sterry mentioned that John Shawshank gave \$1,500 towards the cost. Celeste Brooks mentioned to Sterry that she is available to do data entry and assist with this project.
12. **Other business**

Corin Hallowell provided an update that Kathleen Wheeler will reinter the remains removed from North Cemetery. This is not scheduled yet but will probably occur in late September. In the meantime, measurements need to be taken for the rough dimensions for a headstone. Hallowell will meet with Sterry sometime next week to take the measurements. Hallowell also provided various updates related

to various projects that are either underway or under consideration for Hall Cemetery, North Cemetery, Cotton Cemetery, South Cemetery, including but limited to the dawn-to-dusk signs, straightening of headstones, trees, brush, and grubs. Prior to leaving the meeting, Hollowell stated that he enjoyed working with the Cemetery Committee.

Sterry noted that she was shown that the shrub by the chain link fence at North Cemetery had overgrown to the point it created a cave-like area and it appeared that people had been staying there. The shrubs have been cut out to remove that cave-like area as well as cut along the back fence. There are people walking through there and the Committee discussed getting rid of the fence and dead trees and that there is an issue on property boundaries, which they're working with the railroad for informal boundaries so this work can move forward.

Sterry mentioned that headstone cleaning will be happening at North Cemetery on July 8th from 8 AM to Noon. McCallum mentioned Union will occur August 5th.

13. Public Comment – John Shawshank stopped by but had to leave prior to public comment. He will follow-up with Sterry.

14. Adjournment

Brooks made motion to adjourn, which was seconded by Polidura, and all were in favor.

Meeting adjourned at 5:05 PM.

Minutes prepared by:
Synthia M. Ravell, Legal Administrator II

Approved by Cemetery Committee: August 3, 2023