

**Action Plan for Cemetery Improvements  
July 2014**

Action	Next Step	Timeline
<p><b>Establish Cemetery Trust</b> to receive donations from the public to help fund future conservation projects.</p>	<p><b>Draft Trust Document</b> for adoption by the City Council.</p>	<p style="text-align: center;"><b>July 14, 2014</b></p>
<p><b>Coordinate with Volunteer Groups and Individuals</b> wanting to complete projects in the City.</p>	<p><b>Distribute Adopt a Spot Applications</b> to individuals wishing to make long-term (at least two years) commitments to cemetery spaces.</p> <p><b>Direct Inquiries</b> to complete <i>one-time</i> volunteer work through the City Manager's office.</p>	<p style="text-align: center;"><b>Ongoing</b></p>
<p><b>Identify Grant Sources</b> to leverage City's investment in future conservation projects</p>	<p><b>Monitor Funding Availability</b> announcements for arts, history, and cultural grant programs.</p>	<p style="text-align: center;"><b>Ongoing</b></p>
<p><b>Implement Capital Project</b> for North and Union Cemeteries.</p>	<p><b>Issue RFP and Enter Contract</b> for work.</p>	<p style="text-align: center;"><b>July 2014 – September 2014</b></p>
<p><b>Continue to Fund Capital Improvements</b> in city-owned Cemeteries. These projects will be guided by the recently completed Assessment and Conservation Plan.</p>	<p><b>City Staff to Include Funding for Needed Improvements in Draft FY 16-21 Capital Improvement Plan</b></p> <p>Improvements to include repair and conservation of the following: gravestones; chest, ledger, hill tombs; barrel vaults, enclosure walls; fence walls; and pillars and iron work in various city-owned cemeteries.</p>	<p style="text-align: center;"><b>November 2014 and Ongoing</b></p>
<p><b>Provide Training Opportunities and Related Supports</b> to staff in the Department of Public Works who do regular work in the City's cemeteries.</p>	<p><b>Hold On-Site Training</b> about best practices for ongoing maintenance in City cemeteries.</p>	<p style="text-align: center;"><b>June 2014 and Ongoing</b></p>
<p><b>Continue to Offer Public Assistance and Guidance</b> for researchers, genealogists and other members of the public at Special Collections in the Portsmouth Public Library.</p>	<p><b>In Public Communications and Web Postings Refer Inquirers</b> to Special Collections at the Portsmouth Public Library.</p>	<p style="text-align: center;"><b>Ongoing</b></p>