



CEMETERY COMMITTEE

Meeting Notes

Thursday February 10, 2022, 4:00 p.m.

Meeting held in person at City Hall in Conference A

Members Present: Susan Sterry, Co-Chair; Michael Griffin; Eva Boice; Donald Margeson; Sue Polidura; Kerry Rubinstein

Members Present by Zoom: Deirdre Forte, Co-Chair

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

Guests / Others Present: Duncan MacCallum

- I. Call to order at 4:00 p.m.
- II. Roll Call of the Members as noted above.
- III. There were only six (6) members present in-person and seven (7) in-person are necessary for a quorum. As such, the meeting continued without motions or voting.
- IV. Discussions:
 - A. Discussion of the quorum issue and voting. Options are to:
 - 1) Add members to the Committee;
 - 2) Change the ordinance to reduce the number of committee members; or
 - 3) Change the ordinance to set a number for a quorum that is less than seven (7), so that it is easier to reach a quorum.

Duncan MacCallum agreed to fill out the necessary application so his appointment to the Committee can be acted upon. Members will reach out to others about serving on the Committee.

- B. Discussion of approach to projects. Discussion of use of QR codes and other signage during project work to generate interest and donations. City would need to approve signage, but can assist in that signage and distribution of information.

Committee members present indicated that the first headstone cleaning work would begin in North and Union Cemeteries

Committee members discussed the cost to purchase the headstone cleaner D/2 in one gallon containers that come with a sprayer. There is a local supplier for this cleaner in the one gallon size. This would be easier for volunteers to handle.

The Deputy City Manager discussed the need for a trained supervisor and training for volunteers. City Legal would provide a volunteer form. City would need to confirm with NH Division of Historical Resources that it would be okay to use the method and product described.

A company has been identified that could park a water tank truck nearby for use by volunteers during the project work.

The gravestone restoration steps were described by Mr. Griffin as follows:

- Pre-wet the headstone with water
- Apply D/2 headstone cleaner
- Wait 15 minutes
- Scrub headstone with stiff-bristled brush
- Rinse with water
- Reapply light spray of D/2

Mr. Griffin reported that D/2 works very well on marble headstones; it works less well on the slate.

- V. Brief reporting back about contact with NH DHR regarding Union Cemetery being listed on historical registry
- VI. No other business
- VII. Next Meeting Date and Adjournment

First Thursday of the month at 4:00 p.m.; next meeting scheduled for Thursday, March 3, 2022

Meeting ended at 5:00 p.m.

Minutes prepared by Suzanne Woodland, Deputy City Manager / Deputy City Attorney
Approved at April 7, 2022 meeting