



CEMETERY COMMITTEE
Meeting Minutes
Thursday April 7, 2022, 4:00 p.m.
Meeting held in person at City Hall in Conference A
City Of Portsmouth, NH

Members Present: Deirdre Forte, Co-Chair; Michael Griffin; Eva Boice; Donald Margeson; Sue Polidura; Kerry Rubinstein, Chris Benecick

Members Present by Zoom: None

Staff Present: Suzanne M. Woodland, Deputy City Manager/Deputy City Attorney; Corin Hallowell, Parks and Greeneries Foreman

- I. Call to order at 4:05 p.m.
- II. Roll Call of the Members as noted above.
- III. Motion by Benecick to approve the minutes/notes of December 2, 2021, January 6, 2022, February 10, 2022 and March 3, 2022. Seconded by Polidura. All in favor.
- IV. Brief discussion of the challenge of reaching a quorum. Woodland advised that an additional member of the committee was set to be voted on by the City Council on April 18, 2022.
- V. Woodland reviewed the draft documentation she prepared with Co-Chair Sterry relative to the North Cemetery Headstone Cleaning Project. This included a list of coordination/implementation steps, a summary of the project and steps, and a volunteer release form. Corrections were noted (work would only occur in North Cemetery).

Woodland introduced the Committee to Corin Hallowell from the Department of Public Works. In his role as Parks and Greeneries Foreman he will assist this committee and help coordinate support from the Department of Public Works for this headstone cleaning project including water truck, reservation of parking for event, and purchase of supplies.

Hallowell provided background information on the work performed to maintain the cemeteries including mowing and trimming of trees, answered questions and responded to concerns.

Discussion of signage on the day of the event.

- VI. Brief update of the improvements to Cemetery Committee's webpage with the help of the City's Public Information Officer Stephanie Seacord and the input of Boice and Rubenstein. Committee members will take new pictures for use on the webpage and for putting out messages through social media.
- VII. Co-Chair Forte discussed a potential "Cemeteries Week" to be organized by the Cemetery Committee for 2023 and included as part of the 400th Celebration events. Polidura offered to help. Cemeteries Week may include bringing historic documents archived in Concord to Portsmouth to an appropriate venue so that the stories of those buried in our Portsmouth cemeteries can have another, coordinating focal point/element.
- VIII. Brief conversation that recruitment for committee members should continue.
- IX. Volunteer form and project information could be provided and posted to the website. Perhaps a flyer at some point, but perhaps this first project is more like a pilot and not bring in too many volunteers.
- X. Question and answer with regard to coordination with City staff. Discussion of the presentation to be given at the April 18, 2022 meeting.

Reminder of next meeting on May 5, 2022.

Motion by Polidura to adjourn, seconded by Benecick, all in favor. Meeting ended at 5:05

Draft Minutes prepared by:
Suzanne Woodland, Deputy City Manager / Deputy City Attorney

Approved by Cemetery Committee May 5, 2022