



## CEMETERY COMMITTEE

### Meeting Notes

Thursday, April 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; Sue Polidura; Eva Boice; Michael Griffin; Donald Margeson

Members Present by Zoom: Celeste Brooks

Staff Present: Synthia M. Ravell, Legal Administrator II

1. Call to order at 4:02 p.m.
2. Roll Call of the Members as noted above.
3. 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 to vote and voting.
4. Susan Sterry presented a slideshow of completed and future cemetery projects, which included Cotton Cemetery, Hall Cemetery, Pleasant Cemetery, Point of Graves, Union and North Cemeteries, and Clough Field.
5. Selection of New Hampshire grants.
  - On May 1, 2023, Eva Boice will be attending a seminar on how to write an LCHIP Grant
  - Letters of intent must be submitted by May 21, 2023
  - Susan Sterry will find out information regarding the new Conservation Grant
  - CLG should be approved by April 24, 2023
6. Ordinance change
  - First reading was held at the City Council's April 3, 2023 meeting
  - Second reading is scheduled for April 17, 2023
  - Brief discussion to submit applications for the Cemetery Committee if not already done
  - Brief discussion on 3-year and 2-year terms for staggering purposes

7. Distribution of Rack Cards
  - Eva Boice will distribute to the Library, Discover Center, Kiosk downtown, Chamber of Commerce, AC Hotel, and possibly John Paul Jones's House.
  - Susan Sterry noted the Whipple House as a possibility and Eva Boice will follow-up
8. Project updates
  - Review of Cotton Cemetery completed and outstanding work
  - Wrought iron fencing and railings in Union need to be redone and straightened
9. Other business, if any
  - a. Keeping History Above Water for Portsmouth Historical 10<sup>th</sup> annual is May 7, 8 and 9, and a tour of Point-of-Graves is on the agenda
  - b. Susan Sterry is on the Archive Committee
  - c. Training for headstone cleaning will hopefully be end of May
  - d. Brief discussion of PortsmouthNH400 celebrations and headstone cleaning efforts
  - e. Eva Boice recognized that Susan Sterry has been such an advocate for the Cemetery Committee. Ms. Boice also asked about looking for members and thoughts on doing an outreach. Michael Griffin agreed with all that Ms. Boice stated. Susan Sterry noted that Celeste Brooks had come to this group as a visitor and then became a member
  - f. Susan Sterry noted that the sign had come in and Department of Public Works found an 8-foot granite post.
  - g. Susan Sterry noted that Monte Bohanan, the City's new Director of Communications and Community Engagement, is great and energetic. The City website is being redesigned and the Cemetery page will be more interactive – more items to learn, a map, and a donations page.
  - h. Eva Boice brought up the subject of the use of social media. Celeste Brooks noted that the City will not let it be used. Discussion was held regarding an unofficial page but that if a Cemetery Committee member makes a post other members cannot comment on the post, or it would be considered a meeting. Susan Sterry further stated that if a member posts about cemeteries they cannot state that they are posting on behalf of the Cemetery Committee but can state that they themselves happen to be a Committee member. Ms. Sterry further stated that Deputy City Manager Suzanne Woodland had mentioned to her that there may be an option for a social media page to be linked, but it would need to be discussed.
  - i. Donald Margeson tied in social media with recruitment. He asked for confirmation and permissibility that a posting cannot say it is a committee post but can say you are a committee member. Ms. Sterry confirmed yes, but you must be careful of the wording.

10. Next Meeting Date and Adjournment

First Thursday of the month at 4:00 p.m.; next meeting scheduled for Thursday, May 4, 2023.

Meeting adjourned at 5:05 PM.

Minutes prepared by:  
Synthia M. Ravell, Legal Administrator II  
Approved at May 4, 2023 meeting