

# Trustees of the Trust Fund, City of Rochester MINUTES

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Meeting date | time 7/25/2017 6:00 PM | Meeting location Rose Room, 2<sup>nd</sup> Floor, Rochester Public Library, 65 S. Main Street, Rochester, NH 03867

Meeting called by	Rob Pallas	Ester Turner, Trustee
Type of meeting	Planning	Also in attendance:
Facilitator	Rob Pallas, Trustee	Michelle Smith, Bill Smith & Lorraine St. Jean
Note taker	Sherry Beaudoin, Trustee	

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## AGENDA TOPICS

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Time allotted | N/A | Agenda topic *Approve Minutes from 6-30-17* | Presenter Sherry Beaudoin

Meeting minutes were approved by Rob Pallas and seconded by Ester Turner.

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Action items	Person responsible	Deadline
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N/A

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Time allotted | N/A | Agenda topic *Cemetery Trust Inquiry* | Presenter Michelle Smith, Bill Smith and Lorraine St. Jean (Michelle's' mother)

Discussion: The concerned citizens in attendance discussed the following:

- A map of all cemeteries within Rochester city limits is available with Richard Longo, Bill Smith will be reaching out to him for copies.
- A request of all cemetery trust expenditures was requested by Michelle Smith, \$0.00 funds have been paid out since 2009, to the Rochester Cemetery Association for maintenance and care during that calendar year.
- Michelle Smith offered background information regarding her event with the city during the construction of the Staples Plaza which disturbed the French Hussey cemetery lot and offered to provide a copy of the letter she submitted to the court at that time for our records.
- Richard Longo also has comprehensive map of Franklin Street Cemetery which was completed with county funds years ago.
- Michelle Smith also discussed information regarding the total number of cemeteries within city limits, 375, of which only about 12-18 individual graves fall under the care of the trustees.
- Michelle Smith also suggested publishing a public notice in the local paper to find any descendants who might have information about graves.
- Lorraine St. Jean suggested a letter to the editor to avoid the costs of publishing such a notice in the paper.
- The trustees reminded them that we only care for graves that have actual trust money bequeathed and accepted by the city council, not all cemeteries within the city. That there is a Rochester Cemetery Association and the city manager who is in charge of cemeteries.
- Michelle & Bill Smith presented three (3) large three ring binders to the trustees that are a part of the Rochester Public Library inventory as reference books pertaining to all cemeteries in Rochester that were worked on in/around 2005 by the group headed up by Richard Longo and Michelle Smith amongst others.

- Additionally, Michelle let us know that all obituaries were documented in another binder located in the library from approximately 1990.
- Michelle also questioned if we had perpetual care funds for the Hayes/Whitehouse graves. They were Revolutionary War heroes who have etched on the gravestone “perpetual care”. We checked our MI-9 spreadsheet and confirmed that there were no funds in our care for this grave.
- The meeting continued on with Michelle explaining that she was/is working on burial permits, archaeological text updates on a reference book in the library, her concern about lost cemeteries and the misprint of names on the French Hussey gravestone, her membership in the NH Graveyard commission, as well as a large amount of additional information in her care that needs to be updated into existing three ring binders reference books, and her resource with findagrave.com.
- In conclusion, she expressed an interest in volunteering on the board of trustees of the trust fund.

Action items	Person responsible	Deadline
Bill Smith will reach out to Richard Longo for copies of maps	Bill Smith	ASAP
The contact information for Michelle Smith will be passed along to the city attorney who is currently working on cemetery deed research for the trustees.	Sherry Beaudoin	ASAP

Time allotted | N/A | Agenda topic *Hanson Pines Project* | Presenter *Sherry Beaudoin*

Discussion: The need for signatures on the disbursement form for out of pocket expenses incurred by Mr. Scopel to finish the kiosk, and QR code stations for the grand opening on 6-17-17. Ester requested that we wait until she can meet with Mr. Scopel and review the receipts with him in person. Rob Pallas discussed the recent vandalism on the kiosk and that the public works department reacted quickly and effectively in removing the spray paint without hurting the plexiglass. The question was asked by the city about who is covering the cost of ongoing maintenance with in the park.

Action items	Person responsible	Deadline
Arrange meeting with Mr. Scopel and discuss with him about replacing damaged QR stations and review existing receipts.	Ester Turner	Asap
Find out what public works used to clean spray paint for future vandalism issues.	Rob Pallas	Asap

*Meeting adjourned at 7:29 PM by Rob Pallas*