



CEMETERY COMMITTEE

Meeting Minutes
May 1, 2025 at 4:00 p.m.
Conference Room A
Portsmouth City Hall
1 Junkins Avenue, Portsmouth, NH

Members Present: Co-Chair Dee Forte (Forte); Steve Buzzell (Buzzell); Michael Griffin (Griffin); Peter Splaine (Splaine); and Sue Polidura (Polidura)

Members Present via Zoom: Celeste Brooks (Brooks)

Staff Present: Suzanne Woodland, Deputy City Manager/Regulatory Counsel

Members Absent: Duncan MacCallum (MacCallum)(excused)

Public Attendees: None

1. **Call to Order and Roll Call:** Meeting called to order at 4:00 p.m. and roll call of the members was taken and as noted above.
2. **Minutes: Motion** by Splaine to approve the minutes of April 3, 2025 Cemetery Committee minutes. Griffin seconded the motion. All in favor, the motion was approved.
3. **Request to Conduct Grave Rubbings:** The Committee discussed the request of Betty-Jo Henley of North Conway, NH to conduct grave rubbings. There was general interest in recommending the request subject to more information and oversight. **Motion** by Polidura to have Forte follow up with the requester with additional questions. Griffin seconded. All in favor, the motion was approved.
4. **Update on Headstone Straightening:** Buzzell gave an update on headstone straightening and described the City's acquisition of equipment to assist that process.
5. **Other Business:**

Forte reminded the Committee of the Serve with Liberty day of Service later in May.

Polidura discussed the upcoming 250th anniversary of the Battle of Bunker Hill and identified the Portsmouth residents who served and are buried here.

6. **Public Comment:** None.
7. **Adjournment: Motion** by Griffin to adjourn the meeting. Seconded by Buzzell. All in favor, the motion was approved. Meeting adjourned at 4:40 p.m.

The next meeting is scheduled for Thursday, June 5, 2025 at 4:00 p.m. in Conference Room A.

Draft Minutes prepared by:
Suzanne M. Woodland

Minutes Approved: June 5, 2025