

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Ave & 145 Court St, Dover, NH 03820
Meeting Date: **Tuesday, October 27, 2020**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

MEMBERS PRESENT: Grover Tasker – Chair, Rob Marggraf – Vice Chair, Martha Haley, Susan Kelsch

MEMBERS ABSENT: Belinda Labourdette – Secretary (excused); Fred Clough – Alt. Member (resigned)

STAFF PRESENT: Sharon Sirois – Facilities, Grounds & Cemetery Superintendent, Meghan Moisan – Administrative Coordinator

GUESTS: Stephanie Cartabona – City Project Manager (*provided tour prior to meeting*)

*Members met at the Chapel and were escorted to the new FG&C facility where the meeting was held. The Board was greeted by Project Manager Stephanie Cartabona, who offered a tour of the facility, provided updates, and answered questions. The 12,000 square foot building is estimated to be about 80% complete.

1. CALL TO ORDER: Chairman Tasker called the meeting to order after the tour was complete at 7:39 PM.

2. ROLL CALL ATTENDANCE: All members were present with the exception of Clough (see below), and Labourdette, who notified Moisan in advance of her absence.

3. ATTENDANCE/MEMBERSHIP UPDATES: Moisan stated that Fred Clough reached out to advise he would be moving out of Dover and, therefore, had to tender his resignation. The Board is grateful to Fred for his service and wishes him well.

4. APPROVAL OF MINUTES: The minutes were reviewed for the February 25, 2020 meeting.

Motion: Marggraf made a motion to accept the minutes

Second: Haley seconded the motion

Vote: U/A

5. ELECTION OF OFFICERS: Nominations were made as follows (*all uncontested*):

Chair – Martha Haley

Vice Chair – Rob Marggraf

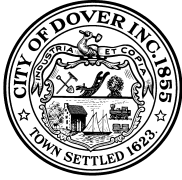
Secretary – Susan Kelsch

Motion: Tasker motioned to close nominations and accept the new officers as presented.

Second: Marggraf seconded the motion

Vote: U/A

Tasker confirmed the new positions will take effect at the end of this meeting.



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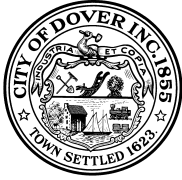
6. CEMETERY STAFF UPDATES:

A. Discussion of burials and grave sales, with statistics prepared by Meghan Moisan. While there has been some impact on the number of burials thanks to Covid-19 restrictions on gatherings of groups of people and/or traveling into the state of New Hampshire, the impact overall has been small. The numbers for burials and grave sales are mostly in line with what we would expect at this time of year. For the most part families and attendees at services have been following the guidance (which was given by the state) in wearing masks and socially distancing when gather at the grave sites.

B. Our last Cemetery Board meeting was Feb 25, 2020, just before the Covid-19 pandemic. Early on in the pandemic the city staff worked quickly to adjust to new protocols in many facilities, such as installing plexiglass in the chapel office for Meghan Moisan. She has been on leave since the middle of September but is easing back to the office full-time. Sharon Sirois and Meghan Moisan are still trying as much as possible to meet with patrons in person, although many of those meetings have been held outside. The City is trying to purchase a new lowering device, as 1 of the 2 older units is not going to be functioning very soon. The City has purchased a new “clam bucket” leaf blower and is working to purchase a new dump truck.

7. UNFINISHED BUSINESS:

- A. New FG&C Building – Updates & Tour of New Facility** – Discussion from Sharon Sirois and Meghan Moisan about how the staff will work in the new building, learning how to interact with the public, who sits where, partitions needed in order to deal with Covid-19 safety, and other details. They are clearly excited to move into the new space (scheduled to happen in December 2020), and the Board members in attendance were very impressed with the facility.
- B. Updates on Temple Israel’s Request to Purchase/Reserve Additional Graves** – The Temple Israel representatives have been working with Meghan Moisan and agreed that a group of graves adjacent to the group already designated for Temple Israel are acceptable. 108 graves were marked out for this new request. Discussion is still happening, but Meghan believes Temple Israel will purchase these 108 graves.
- C. Status of Sign for Robert’s Cemetery (a.k.a. First Settlers)** – Sharon Sirois spoke with Joanne Eaton about this project, which is for the Daughters of the American Revolution. The sign will include a QR code that can be scanned by visitors, and this will lead to information posted on the Internet concerning the history of this site, and links to other sources such as the Dover Public Library and the Woodman Institute. This guards against an outdated sign, and allows for updates in research and understanding of who is buried in this unmarked site. This will be located as you enter the cemetery from the Dover Point Rd side. Grover Tasker asked for a vote to approve the installation of this sign, and the Board agreed unanimously to this.



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8. NEW BUSINESS:

A. Request to Engrave and/or Install Marker for Nellie Brown Mitchell (Black Heritage Trail of NH)

State Senator David Watters and the Black Heritage Trail of New Hampshire group reached out to the city concerning a way to mark the grave of Nellie Brown Mitchell, and her importance in Black history in New Hampshire. The request was to engrave Ms. Mitchell's information on the existing stone, which Meghan Moisan had initial reservations about as those stones are considered to be property of the families, even if they are very old. Sharon and Meghan visited the lot and found the husband's information was already engraved on the stone, while Ms. Mitchell's side was still blank. They both agreed that engraving her information on the existing stone is appropriate as long as it's consistent with the engraving style of the husband's information, as it clearly was intended to be engraved there posthumously. Also, due diligence was performed in trying to find descendants or family members, but they were not found. Signed documentation will be required releasing the cemetery of liability if a family member were to come forward after the engravings are made. Haley made a motion stating the Board has no objection to having a marker installed both at the grave site and another on Central Ave (exact location TBD).

B. Request to Create a Children's Garden (space for families who lost a child)

Sharon Sirois had been approached by a member of the community, Aubrey Lamontagne, who requested a place for those people who have lost children in utero or at birth to go in the cemetery to reflect, in the absence of a grave to visit. She suggested some kind of garden and/or monument with benches. This is in the early stages, but the City is initially receptive to the idea. After discussion, the Cemetery Board is also in favor of the idea but agreed that we would recommend a place where a single monument represents all the unborn children, rather than a space where individual markers would be added. Location and design are still under discussion.

9. ADJOURNMENT:

Motion: Marggraf made a motion to adjourn at 8:25 PM

Second: Haley seconded the motion

Vote: U/A

Next Meeting: Tuesday, February 9, 2021