



City of Dover

CEMETERY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – *145 Court Street, Dover, NH 03820
Meeting Date: Tuesday, May 11, 2021
Meeting Time: 7:00 PM

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

MEMBERS ABSENT: Roderick Blake – Alt. Member (excused); Cathy Beaudoin – Alt. Member (excused); Belinda Labourdette – (excused)

STAFF PRESENT: Sharon Sirois – Facilities, Grounds & Cemetery Superintendent; Meghan Moisan – Administrative Coordinator; Michael Wilson – Working Foreman

1. **CALL TO ORDER & ATTENDANCE** – Chairman Haley called the meeting to order at 7:02 PM. Beaudoin has been excused from all 2021 meetings. Labourdette and Blake notified Moisan in advance of their absences.

2. **APPROVAL OF MEETING MINUTES** – Minutes were reviewed for April 13, 2021 meeting.

Motion: Marggraf made a motion to accept the minutes

Second: Tasker seconded the motion

Vote: U/A

3. CEMETERY STAFF UPDATES

Spring cleanup and Memorial Day preparations are underway in the cemetery and will be the primary focus this month. Marker installations are ongoing. There are currently 12 monument foundations on the spring pour list. The crew will begin marking out and digging those locations, and they will all be poured and completed prior to Memorial Day. Water in the cemetery has been turned on, according to Wilson. A request has been sent to the City's Media Services Manager to post a notice reminding residents that non-conforming items placed on graves will need to be removed no later than May 19. We have a mix of new and returning seasonal employees who have either already started, or will start over the next few weeks. They have always provided a lot of much-needed help this time of year. The office continues to see a steady stream of requests on a daily basis. There were 3 burials in April (1 full & 2 cremations), and several more interment orders that are still pending. Six full graves were sold in April, a decline from the prior month, but we've remained busy meeting with families. There are currently 8 open contracts, and at least 6 others who have expressed interest but sales paperwork has not been initiated yet.

Some of the work in the cemetery is waiting in line behind work to prepare to open the Jenny Thompson Pool in the next few weeks.



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4. UNFINISHED BUSINESS

A. Status of Sign for Roberts Cemetery (a.k.a. First Settlers)

Haley spoke with Guy Eaton, who is now coordinating this effort with the Daughters of the American Revolution. Haley is now waiting to hear from him again, and if the DAR will resume this effort.

B. Progress on New Columbarium

- City Finance Office indicates that money is available for a new columbarium, in fact for 2 collumbaria.
- Currently considering the option between a polished granite interior (\$64,000 price) vs. a concrete interior (\$74,000 price). The existing columbarium is a concrete interior, and Sirois has been very happy with its performance.
- Sirois and Moisan plan to go to the Franklin St cemetery in Rochester to see the polished granite option.

C. Update on Request to Create Children's Garden in cemetery

Sirois met with Layne Case and Aubrey Lamontagne, the organizers of the Jasper's Heart non-profit, to discuss location of the proposed children's garden. Mike Wilson had proposed a few alternate locations. Layne and Aubrey like a different location, past the Unknown stone, in a quiet corner of the cemetery. Just past a location formerly known as the "baby" section. Size of the Children's Garden will remain the same, around 24 feet by 24 feet.

D. Discuss Changes to Meeting Schedule

In our last meeting, we proposed a change to the November meeting, moving it to October. No one has raised an objection to this. We also discussed the possibility of moving one of the spring meetings, which are currently April, May, June. This is a time when the cemetery is very busy, making it difficult to prepare for the meetings. We believe that we are required to have at least 6 meetings per year. However Moisan proposes that we might schedule 5 meetings, and call another in the year as needed. Sirois and Moisan will discuss this option with City Clerk Susan Mistretta. No motion or decisions made on this point.

Commented [S1]:

5. NEW BUSINESS

- #### A. Review of Cemetery Rules & Regulations
- Moisan distributed copies of the existing Cemetery Rules and Regulations, with notes/changes that had been discussed in 2013 and 2014. The Cemetery Board had a number of meetings at that time to go through the language very carefully.



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The Board had been waiting on a couple items prior to submitting the revisions to the City Council for approval, which ultimately was never done. So, during 2021 we will spend some time in every meeting reviewing the updates and making needed changes. Moisan also noted the New Hampshire Cemetery Association provides samples of rules and regulations, which we can refer to. (SEE <https://www.nhcmemetery.org/extras>). Moisan and Haley ask all members to review the rules and regulations, and be ready to discuss. No motion or decisions made on this point.

- B. Emails to Cemetery Board members** – Kelsch noted that occasionally members of the Cemetery Board receive emails from private citizens with questions about the cemetery. Sirois and Moisan advised that the Board members can and should ignore these messages as they will continue to address the legitimate ones, no action required.

6. ADJOURNMENT

Motion: Tasker made a motion to adjourn at 7:45 PM

Second: Marggraf seconded the motion

Vote: U/A

Next Meeting: Tuesday, June 8, 2021