

City of Dover

CEMETERY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – 145 Court Street, Dover, NH 03820
Meeting Date: **Tuesday, June 8, 2021**
Meeting Time: **7:00 PM**

MEMBERS PRESENT: Rob Marggraf – Vice Chair, Grover Tasker, Belinda Labourdette

MEMBERS ABSENT: Martha Haley – Chair (excused); Roderick Blake – Alt. Member (excused); Cathy Beaudoin – Alt. Member (excused); Susan Kelsch – Secretary (excused)

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

1. **CALL TO ORDER & ATTENDANCE** – Vice Chair Marggraf called the meeting to order at 7:25 PM. Beaudoin has been excused from all 2021 meetings. Haley, Kelsch & Blake notified Moisan in advance of their absences.

2. **APPROVAL OF MEETING MINUTES** – Minutes were reviewed for May 11, 2021 meeting.

Motion: Tasker made a motion to accept the minutes

Second: Labourdette seconded the motion

Vote: U/A

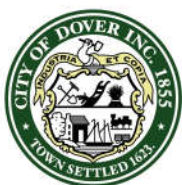
3. **CEMETERY STAFF UPDATES** – Employees remained busy with spring cleanup and Memorial Day preparations, along with their daily F,G&C tasks. The usual Memorial Day service in PHC was combined with the Woodman Museum's Memorial Day Tribute on May 31. Twelve monument foundations were poured on May 24. There were 7 burials in May (1 full, 5 ash & 1 niche), and 9 regular graves sold. One family transferred 2 graves from another lot and purchased 2 more. June is proving to be another busy month with 11 burials already performed or scheduled, and 10 graves sold. Several more interment orders and sales contracts are still pending. As cremation rates continue to rise the office is seeing more families trying to schedule burials and coordinate graveside services on their own. Walking families through this process, which is typically handled by funeral directors, has been very time-consuming for office staff. Funeral homes also help submit marker applications to the VA for eligible veterans. Family members have taken this on as well, often asking for our assistance filling out the paperwork. While we've always reviewed these, we don't want to risk potential errors falling back on us (like when asked to decipher military discharge paperwork).

Marggraf suggested referring families with questions about VA paperwork to the VA Active Service Officer. Members discussed possible options to improve efficiency including providing a written checklist to assist families.

Motion: Tasker made a motion to accept staff updates

Second: Marggraf seconded the motion

Vote: U/A



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4. UNFINISHED BUSINESS

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

Moisan shared an update from Haley. Haley has spoken with the treasurer of the Dover chapter of DAR, Jacke Karl. She was going to speak with the Sundance sign company and get back to Haley.

B. Progress on New Columbaria

- City Finance Office will put the request for proposal (RFP) together for review by the City Council.
- Sirois visited the Franklin St cemetery in Rochester to see the polished granite option.
- The RFP will request bids for two columbariums of the same appearance as the existing columbarium, but slightly smaller niches, individual shutters and will include the 6" slab. The units may be either the cast cement or polished granite interior.

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

Sirois will provide a letter by June 15th. The square footage will be marked out in the area of the old baby section behind Group 24. Current plans are for two benches and a monument with room for mowing, signs by August and stone by October. The Cemetery Board will be able to approve the final design.

D. Discuss Changes to Meeting Schedule

Moisan reported that there was no minimum meeting requirement for the board. After a brief review of the reason for the schedule change and discussion:

***Motion (see below):** Tasker made a motion to change the meeting schedule to February, April, June, September and December.

Second: Labourdette seconded the motion

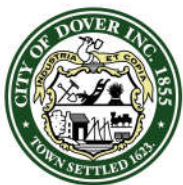
Vote: U/A

**Per the City Attorney on 6/9/21, a Revote will be required at the next meeting to initiate the above schedule changes. The Bylaws can only be amended by four (4) out of five (5) votes of the board, provided the amendment has been sent out to each member one (1) month before the next meeting. If/once approved, the amendment will then go to the City Council for final approval. ~Moisan*

5. NEW BUSINESS

A. Review of Cemetery Rules & Regulations

Members agreed with Sirois' recommendation that Mike Wilson, Working Foreman, be involved in the review process. Members began the review process with Moisan reading the previously edited version, interspersed with discussion and changes including updates to the office address and



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department name. Discussion was tabled due to the hour and will resume at Section D. Manner of Travel by Pedestrians on page 2.

6. ADJOURNMENT

Motion: Labourdette made a motion to adjourn at 8:30 PM

Second: Tasker seconded the motion

Vote: U/A

Next Meeting: Tuesday, September 14, 2021