



CITY OF DOVER

CEMETERY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery - 145 Court Street, Dover, NH
Meeting Date: **Tuesday, December 13, 2022**
Meeting Time: **7:00 pm**

Members Present: Vice Chairman Rob Margraaf, Susan Kelsch, Grover Tasker, Cathy Beaudoin

Excused Members Absent: Belinda Labourdette

Unexcused Alternate Members Absent: Roderick Blake

Staff Present: Sharon Sirois, Facilities, Grounds & Cemetery Superintendent, Jennifer Bretz, Facilities, Grounds & Cemetery Office Manager

1. Call to Order & Attendance

Meeting was called to order at 7:01 p.m.

2. Approval of Minutes of September 20, 2022

Motion: Tasker made the motion to approve the minutes, Beaudoin seconded.

Vote: U/a

3. Elections

A. Vacancy on Board

Margraaf stated that there is one vacancy on the Cemetery Board. Everyone is encouraged to talk with friends and neighbors who may want to serve on the board, encourage them to volunteer to become a member.

Motion: Tasker made the motion to nominate Margraaf as Chair, Kelsch seconded.

Motion: Tasker made the motion to nominate Labourdette as Vice Chair, Beaudoin seconded.

Motion: Margraaf made the motion to nominate Kelsch as Secretary, Tasker seconded.

Vote: U/a

4. Cemetery Staff Updates

During the months of September, October, and November cemetery staff conducted 7 regular burials and 20 ash interments. 25 full graves and 4 cremation spaces were sold. On October 18, foundations were poured for ten monuments. In addition, 12 flat markers were installed. On November 2nd, two new columbaria were installed by Watertown Engineering.

The Jasper's Heart monument has been installed in the Children's Memory Garden. A service commemorating National Infant Loss Day was held on October 15.

Staff completed the winterization of the outdoor pool. All seasonal water services were shut off and irrigation systems were blown out. Park cleanup commenced for the season. Leaf cleanup in the cemetery began in November and continued into December.

The Wreaths of Honor event will happen on Dec 17, 2023 and is organized by retired Air Force airman Matt Mayberry.

Motion: Tasker made the motion to approve the Staff Updates, Beaudoin seconded.

Vote: U/a



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5. Unfinished Business

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

Sirois stated that the motion to accept the First Settlers Burying Ground as proposed by the Daughters of the American Revolution remains with the City Council. The City Council has tabled the motion for now.

B. Status of Children's Memory Garden in Cemetery

See note in Cemetery Staff Updates.

Sirois stated that the monument has been installed and the garden is complete. A ceremony was held to install and unveil the memorial in October.

Kelsch noted that Aubrey Lamontagne deserves a lot of credit for the gift she gave to the city in organizing the memorial and seeing it through to completion.

C. Fire Department Request Regarding Fire Department Lot

Sharon Sirois is still waiting for written documentation, such as a deed, from the Fire Department with some indication of the history and the agreement about how the Fire Department space in Pine Hill Cemetery is to be used. She will next speak with Lee Babel about this. One member of the Fire Department is still very interested in being buried there. Sirois noted that there are about 24 available spaces in the Fire Department lot, 1 of them occupied.

D. Discussion with the City's Committee for Racial Equity & Inclusion Committee

No activity at this time, as the board is waiting for resolution of the ownership of the First Settler's Burying Ground (discussed in New Business below).

6. New Business

A. Abandonment of Roberts/First Settler's Cemetery Resolution for Council

The City Manager requested that Sirois ask the Cemetery Board to make a motion to declare the First Settler's Burying Ground (also known as the Roberts Cemetery) an abandoned property. The City has conducted research into the title of that property and has been unable to find clear documentation of ownership. There is some indication that similar research has been done in the past, with the same inconclusive results.

Motion: Beaudoin made the motion to declare the cemetery abandoned, Kelsch seconded.

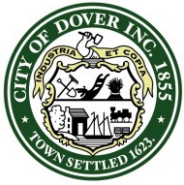
Vote: U/a

B. Increase Rates for Sale of Columbaria Niches

The city received and installed the two new columbaria. To recoup the cost, Sirois is proposing the attached rates for the niches. The amount leftover would be used to landscape and improve the area around the three columbaria as well as prep the site for two future columbaria.

Motion: Tasker made the motion to approve the proposed rates, Beaudoin seconded.

Vote: U/a



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7. Adjournment

The next meeting will be held on March 14, 2023.

Motion: Tasker made the motion to adjourn at 7:37 pm, Kelsch seconded.

Vote: U/a