

CITY OF DOVER

CEMETERY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery - 145 Court Street, Dover, NH
Meeting Date: **Tuesday, June 13, 2023**
Meeting Time: **7:00 pm**

Members Present: Chairman Rob Margraaf, Vice Chairman Belinda Labourdette, Secretary Susan Kelsch

Excused Members Absent: Grover Tasker

Unexcused Members Absent: Cathy Beaudoin

Alternate Members Present: Roderick Blake, Katie Smith

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

Members of the Public: Kathleen Blake

1. Call to Order & Attendance

Meeting was called to order at 7:06 p.m.

2. Approval of Minutes of April 11, 2023

Motion: Labourdette made the motion to approve the minutes, Blake seconded.

Vote: U/a

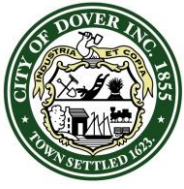
3. Cemetery Staff Updates

During the months of April and May, cemetery staff conducted 6 full burials and 17 ash interments. There has been 1 full burial and 1 ash interment, so far, in June. Twenty-seven full graves and 3 cremation spaces were sold between April 1st and June 12th. Over the last two and a half months 19 flat markers were installed. The last two weeks of May the focus of staff is on the Pine Hill Cemetery. Eleven foundations were poured on May 22nd, working with R. Pepin & Sons from Sanford, Maine. Employees from Public Works came to assist with the mowing and string trimming after 3 pm each day for the two weeks before Memorial Day. The Woodman Institute held their ceremony at the GAR monument in the front of Pine Hill and then they fire the salute in one of the fields in the new section.

Staff completed seasonal preparations for the opening of the outdoor pool and it is now open. Automated irrigation systems were serviced for needed repairs and then turned on at Shaw's Lane, Long Hill Park and Rotary Park. The manual irrigation system in the Upper Square was repaired for operation. Park cleanup continues, as does the lining of ball fields for baseball and soccer. We are employing two seasonal employees at the moment, we have advertised and have had no responses for seasonal help. Currently staff is looking forward to the tasks required in the downtown area ahead of the 400th anniversary celebration events.

Motion: Labourdette made the motion to approve the Staff Updates, Kelsch seconded.

Vote: U/a



CITY OF DOVER

CEMETERY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery - 145 Court Street, Dover, NH
Meeting Date: **Tuesday, June 13, 2023**
Meeting Time: **7:00 pm**

4. Unfinished Business

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

The motion to accept the First Settlers Burying Ground as proposed by the Daughters of the American Revolution remains with City Council. City Council has tabled the motion for now, no updates. The City's Legal department has stated that nothing can happen until the issue in item B is settled.

B. Abandonment of Roberts/First Settler's Cemetery resolution for City Council

A City Council meeting was originally scheduled for June 28 to discuss this issue, with both the City Council members and any interested member of the public. However, this has been re-scheduled for July 12. After some discussion, the Board agreed that one member will be present for this discussion, most likely Labourdette. The City has not yet declared the property abandoned, instead they must wait until after this discussion to do so.

C. 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. Kelsch plans to approach the Committee for Racial Equity & Inclusion on the question of a name change for this cemetery, after the ownership question in item B has been settled. Any name change proposal will need to be thoroughly discussed with City Council and members of the public before any decisions are made.

It was noted that a new sign has been installed at this property, but it is unrelated to the Daughters of the American Revolution sign. The new sign was installed in order to spruce up the property for the Dover 400 celebrations.

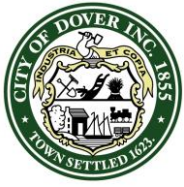
5. New Business

A. Black Heritage Trail Marker - Nellie Mitchell Brown

The NH Black Heritage Trail marker, to note the location of the graves of Nellie Brown Mitchell and other members of the Brown and Mitchell families, will be installed after the Fourth of July holiday. It will be installed in a location just off the Central Ave sidewalk, below the chapel, as discussed in our previous meeting. A ceremony to unveil the marker is scheduled for July 15.

B. Rules for New Columbaria

The outsides of the niches for the new columbaria are slightly smaller than those on the older columbarium. Sirois handed out copies of the Columbarium Rules with the proposed changes. While there are still some niches in the older Columbarium that are bigger and will follow the 2009 text and template rules, the new Columbarium will use the new 2022 text and template rules.



CITY OF DOVER

CEMETERY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery - 145 Court Street, Dover, NH
Meeting Date: **Tuesday, June 13, 2023**
Meeting Time: **7:00 pm**

C. Discussion of Meeting Minutes

Kelsch proposed that the board might re-consider the Cemetery Board meeting minutes, and make a point of entering more artifacts into the minutes in the future. For example, the board often discuss letters to the City that concern Pine Hill Cemetery or other cemeteries, but these letters are not part of the minutes. After some discussion, it was decided to forego any changes for the time being, as there is not a good example of this kind of artifact in today's meeting. As time goes on, there will be discussion whether or not there seems to be a document or other file that makes sense to put into the official meeting minutes. The board is aware that there may be legal issues to consider which will be discussed when there is more of a concrete example in hand.

6. Adjournment

The next meeting will be held on September 12, 2023.

Motion: Labourdette made the motion to adjourn at 7:40 pm, Blake seconded.

Vote: U/a