



CITY OF DOVER

CEMETERY BOARD MEETING MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery, 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, June 12, 2007**
Meeting Time: **7:00pm**

1. Attendees: Board Members: Belinda Labourdette, Bill Knowles, Bob Whiting, Otis Perry, Roland Hofemann and Rob Marggraf. Cemetery Coordinator: Nancy Gagne, and Guests: Dave Trudell and Mike Joyal. Excused: Grover Tasker.
2. Meeting began at 7:05 p.m.
3. Motion to accept meeting minutes made by Mr. Perry and seconded by Mr. Knowles. Motion accepted.
4. The Board welcomed Mr. Joyal and Mr. Trudell. Mr. Joyal reported that Doug Steele will be playing a greater role in the cemetery maintenance and that Mrs. Gagne has been a great help along with Mr. Trudell, keeping operations going since Mr. Chalue retired.
5. Mr. Joyal expects to increase the use of subcontractors for landscaping services. He shared with the Board that he did not expect the subcontracted services to cost less but that they would reduce the management overhead in terms of managing, hiring, firing and maintaining seasonal help.
6. Mr. Joyal is aware of the Board's discussions regarding the addition of a columbarium to the cemetery. He believes this would be an appropriate use of trust fund monies earmarked for capital improvements. The columbarium would need to be included in the Capital Improvement Program(CIP). The deadline to submit projects for review is at the end of August. The Board would need to make a recommendation and specify which year of the CIP they would prefer the project to be completed.
7. Mr. Joyal reviewed the trust fund monies available. The amount made available from the main fund on an annual basis has been \$30,000. Mr. Joyal believes this represents an historical average of return. This figure has remained stable since the 1980's. Mr. Joyal will discuss with the trustees the possibility of reviewing this amount to possibly release further funds for capital improvement projects that the Board might recommend.
8. Members discussed projects such as road paving, chapel repairs including pointing and tower repairs. Mrs. Gagne will request the engineering study of the road conditions in the cemetery. Mr. Joyal urged the Board to make a list of the projects they would like to see pursued for the cemetery for inclusion in the CIP.
9. Mr. Joyal shared that he is considering relocating the cemetery office to the McConnell Center. He would like to see the chapel made available as a chapel. Members identified some of the advantages to having the offices located in the chapel, including being readily available to sell graves and assist the public in locating gravesites, reducing vandalism and being available to enforce the cemetery rules.
10. Members discussed a location for the columbarium. Section 15 near Gate 2 was eliminated as the shale in the area would complicate and perhaps increase the cost of the project by requiring extra work to establish the foundation. The area near the Veteran's circle was the most popular. The



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Board would like to get the advice of landscape architects specializing in cemetery design. Members felt that the columbarium should be considered as part of an overall plan and design for the cemetery. Mr. Margraff will look in trade magazines for possible contacts and Mrs. Gagne will ask her peers.

11. The Board decided to meet August 21st to review projects for submission to the CIP.
12. Motion to adjourn made by Mr. Perry and seconded by Mrs. Labourdette.
13. Meeting adjourned 8:25 pm.

Minutes Respectfully Submitted by Belinda Labourdette.