

Cemetery Board Meeting Minutes Tuesday, December 9, 2008

Attendees: Board Members: Rob Marggraf, Bob Whiting, Bill Knowles, Roland Hofemann, and Belinda Labourdette. Cemetery Coordinator: Nancy Gagne. Facility & Grounds Supervisor: Sharon Lucey.
Guests: Allan Krans & Annie Dove. Excused: Grover Tasker and Otis Perry.

1. Meeting began at 7:08pm.
2. Motion to accept minutes made by Mr. Whiting and seconded by Mr. Marggraf. Motion accepted.
3. Mr. Krans presented the city's newly adopted Acceptable Use policy related to use of the Municipal Information Technology Systems & Services of the city. The city would like all staff, volunteers and some vendors to establish city email accounts and move toward using these exclusively for all email correspondence related to city business. This would increase the transparency of city business and allow greater access to citizens by centralizing all communications on the city servers. The city has ample server capacity to accommodate all city business. Use of a city email account is not required at this time. Any email correspondence on the city account is considered public information.
4. Ms. Dove reviewed how users would access their account and answered member's questions. The city is using Outlook for their email program. Members interested in obtaining a city email account were advised to sign the Acceptable Use policy and return to the Board Chairman. Members thanked Mr. Krans & Ms. Dove for their time.
5. Ms. Lucey informed the Board that the city will be putting the Cemetery mowing out to bid this year. It is not expected that outsourcing would save the city money but the department would like to assess how the costs stack up.
6. The department is in the process of conducting a full assessment of the condition of the Chapel where the office is located. The masonry was reviewed by Keith Buckovitch who felt that the situation had progressed beyond repair and would require restoration work. Mr. Whiting referred Ms. Lucey to UNH having had previous experience with restoration work conducted at the St. Thomas church in Dover. Joe Sunderland looked at the roof and concluded that it was in better shape than the masonry with minor repairs possible. Mr. Knowles stressed that the Cemetery office should continue to be located in the cemetery.
7. Ms. Lucey mentioned that there was \$40,000 in the budget this year for Master Planning. Items they are looking to include are the Chapel, drainage, paving, the Tomb and trees. The board requested that Ms. Lucey inquire where that figure is coming from as this may include monies that have been earmarked by the board for the Columbarium.
8. Members decided to call a special meeting on January 13th to discuss the columbarium exclusively. In preparation for this meeting members will send questions and topics for discussion to Mrs. Gagne. She will consolidate the list and send to the members for review prior to the meeting.

9. Mr. Marggraf presented the sample urns he had brought to the meeting. The board noted that the most popular sized urns would not fit in the standard size niches that have been quoted to the board currently. The interior niche dimensions at the State Veteran's cemetery are 14"x10"x18". The board requested that Mrs. Gagne inquire of the two columbarium designs under discussion, Watertown & Eickhof to see if this size was available and how this would affect the design and pricing.
10. Mrs. Gagne presented the Coordinators report. Motion to accept made by Mrs. Labourdette and seconded by Mr. Whiting. Motion accepted.
11. Motion to adjourn made by Mrs. Labourdette and seconded by Mr. Whiting.
12. Meeting adjourned 8:20pm

Respectfully submitted:
Belinda Labourdette, Secretary