



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, Feb. 10, 2009**
Meeting Time: **7:00 PM**

1. Attendees: Board Members: Rob Marggraf, Belinda Labourdette, Otis Perry, Bob Whiting, Grover Tasker & Bill Knowles. Cemetery Coordinator: Nancy Gagne. Facility & Grounds Supervisor: Sharon Lucey. Excused: Roland Hofemann.
2. Meeting began at 7:07 p.m.
3. Motion to accept December 9th meeting minutes made by Mr. Perry and seconded by Mr. Knowles. Motion accepted.
4. Motion to accept January 13th meeting minutes made by Mr. Perry and seconded by Mr. Marggraf. Motion accepted.
5. Members reviewed the Board roster provided by Mrs. Gagne and requested various changes. Mrs. Gagne will update and send to the members.
6. Mr. Whiting expressed concern that Mr. Hofemann is often missing from the meetings. Mr. Knowles will speak with Mr. Hofemann to encourage him to either attend the meetings or resign his position.
7. Motion to nominate Mr. Whiting for Chairman made by Mrs. Labourdette and seconded by Mr. Tasker. Motion accepted.
8. Motion to nominate Mr. Knowles for Vice-Chairman made by Mr. Tasker and seconded by Mr. Whiting. Motion accepted.
9. Motion to nominate Mrs. Labourdette for Secretary made by Mr. Whiting and seconded by Mr. Knowles. Motion accepted.
10. Motion to close nominations made by Mr. Tasker and seconded by Mr. Marggraf. Motion accepted.
11. Mrs. Gagne presented the Coordinator's report noting that totals for last year were down. She does not believe that burials are going elsewhere. Motion to accept the report made by Mr. Knowles and seconded by Mrs. Labourdette. Motion accepted.
12. Ms. Lucey reported that the bid for mowing has not gone out yet. When it does the Cemetery portion will be separated out. There are no plans at this time to bid out the opening and closing of graves.
13. Ms. Lucey has not had the opportunity to contact UNH regarding the Chapel restoration project. Mr. Whiting offered to provide her with a contact there.
14. The Energy Management program included an audit of the Chapel on page 38, comment 56. This review was referenced in an email from Mike Joyal indicating that he is still considering relocating the cemetery offices. The Board is strongly against this and requested that a letter be sent to Mr.



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Joyal to remind him of this fact. Mrs. Gagne and Mr. Tasker will work on the letter to be sent to Mr. Joyal with a CC to Doug Steele.

15. Ms. Lucey was able to review the monies available for cemetery use and the \$40,000 figure included the columbarium and Master Plan. It is hoped that the City Engineer will be involved in the Master Plan for the Cemetery.
16. Members made a final review of the bid requirements for the Columbarium. The Board requested that Mrs. Gagne make the changes and submit to the city purchaser without further delay.
17. Motion to adjourn made by Mr. Tasker and seconded by Mr. Knowles. Motion accepted.
18. Meeting adjourned 8:25pm

Minutes Respectfully Submitted by Belinda Labourdette.