



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, May 12, 2009**
Meeting Time: **7:00 PM**

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

1. Meeting began at 7:08pm.
2. Meeting was called to order and motion to accept April 14th meeting minutes made by Mr. Perry and seconded by Mr. Marggraf. Motion accepted
3. Members discussed whether niche owners would contract with the city or directly with engravers for the niche lettering. All agree that the cemetery must have the final say in approving the engraving and that the engraving company must be bonded. After much discussion it was decided that the Board will write up terms between the city and the niche owner and the city and engravers to be identified as "approved" vendors. Once the process and contracts have been ironed out the Board will review the options and vote on the method of contract.
4. Mr. Marggraf presented template options for the shutter engravings along with proposed guidelines. The Board approved the template options and agreed to review and submit any guideline suggestions to Mrs. Gagne prior to the next meeting. Mrs. Gagne will put all the suggestions together & email or mail all suggestions to the Board members prior to the next meeting.
5. Discussions regarding benches and landscaping were put off until after the columbarium has been installed and the location can be reviewed as it will be.
6. Mrs. Gagne reported that the columbarium is expected to be delivered mid-June. It was suggested that it would be advantageous to have an article in the newspaper announcing the availability of niche spaces. The Board agreed that prior to selling the spaces rules and regulations will need to be in place.
7. Motion to accept the Coordinator's report made by Mr. Perry & seconded by Mr. Marggraf. Motion accepted.
8. Mrs. Gagne presented the letter that she and Ms. Lucey prepared to send to Dr. Alhojerry, the representative they have been working with from the Islamic Society of the Seacoast Area, related to the cemetery rules and regulations as well as special terms that have been discussed. The Board recommended that the letter be reviewed by the city attorney prior to sending and that the letter clearly define the terms that are cemetery rules and those that are specifically designed to address the special burial requests that were discussed.
9. Mrs. Gagne informed the Board that she was approached by an Islamic organization from Manchester that would like to purchase an area of 200 graves. The Board requested that Mrs. Gagne let them know that we are reluctant to entertain any more large reservation of space and refer them to the local Islamic organization.
10. Motion to accept the meeting minutes from the special meeting on April 28th made by Mr. Perry and seconded by Mr. Marggraf. Motion accepted.



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11. Ms. Lucey reported that L. Daigneault & Sons inspected the chapel recently and provided a proposal for its repair. A copy was provided to each of the Board members for review and discussion at the next meeting.
12. Motion to adjourn made by Mr. Perry and seconded by Mrs. Labourdette. Motion accepted.
13. Meeting adjourned 8:10pm

Respectfully Submitted by Mrs. Labourdette