



CITY OF DOVER

CEMETERY BOARD MEETING MINUTES

Meeting Type: Special Meeting
 Meeting Location: Pine Hill Cemetery - 131 Central Avenue, Dover, NH 03820
 Meeting Date: **Tuesday, April 28, 2009**
 Meeting Time: **7:00 PM**

1. Attendees: Board Members: Rob Marggraf, Belinda Labourdette, Otis Perry & Grover Tasker.
 Cemetery Coordinator: Nancy Gagne. Facilities, Grounds & Cemetery Supervisor: Sharon Lucey.
 Excused: Roland Hofemann, Bob Whiting & Bill Knowles.
2. Meeting began at 7:06 p.m.
3. Members & Mrs. Gagne are still waiting for clarification from the City Clerk regarding the current status of those serving whether they are members or alternates.
4. The Board discussed the pricing for the columbarium niches. Based on the feedback provided by Daniel Lynch, Finance Director for the City of Dover, lettering will not be included in the niche price. A percentage of each sale will be put into the Capital improvement fund to reimburse the fund for the purchase of the current columbarium and support capital improvement projects related to the cemetery including the purchase of additional columbarium. Another percentage will be put toward perpetual care for the maintenance and repair of the columbarium. The exact breakdown of the percentages to be discussed at a later time. Mr. Perry provided a fee schedule for the Board to consider based on the tiered scheme previously discussed. Upon further discussion members agreed to the following:

Top Row	\$1200
2 nd Row from top	\$1100
3 rd Row from top	\$1000
Bottom Row	\$ 900
5. The Board discussed and agreed to the following fee schedule for the opening & closing of each niche:

Mon – Fri	\$ 200
Sat	\$ 400
Sun	\$ 600
6. The Board discussed the lettering for the niche shutters using a sample provided by a monument engraving company. The Board agreed that some uniformity should be required and settled on the following guidelines:
 - *All shutters will have space for one 3” high symbol to be centered on the top
 - *Symbols must be one of an approved list – List to be determined
 - *No appliquéés or stick-ons will be allowed
 - *Next line will be the family name in 1.5” high lettering
 - *A template with maximum number of rows and spaces will be provided
 - *Additional lettering will be 5/8” high
 - *Font for all lettering to be condensed Roman
7. Mr. Margraff will prepare a template for the Board to discuss at the next meeting. Mrs. Gagne will obtain a copy of the approved symbol list that is used by the Veteran’s Administration for



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their grave markers. The Board will discuss additional guidelines, approved symbols and whether the city or individuals should contract with the engraver.

8. The Board agreed that individuals would be responsible for providing any items required for services conducted at the columbarium. i.e. the cemetery will not be responsible for providing tables, chairs, etc. The Board discussed whether the shutter should be left on during ceremonies or removed and draped. Regulations related to the niches have not been finalized.

9. The Board agreed to the following changes to the fee schedule submitted by the City Manager:

Burial M-F, Summer	\$ 600
Burial M-F, Winter	\$ 800
Disinterment & reburial in Cemetery, Summer	\$1400
Disinterment only, Summer	\$ 800
Disinterment & reburial in Cemetery, Winter	\$1900
Disinterment only, Winter	\$1100
Cremation Grave	\$ 300

10. Motion to present fee pricing as discussed made by Mr. Perry and seconded by Mr. Tasker. Motion accepted.

11. Motion to present columbarium pricing to the council as discussed made by Mr. Tasker and seconded by Mr. Margraff. Motion accepted.

12. Motion to adjourn made by Mr. Perry and seconded by Mrs. Labourdette.

13. Meeting adjourned 9:40pm

Minutes Respectfully Submitted by Belinda Labourdette.