



CITY OF DOVER

CEMETERY BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery
Meeting Date: **Tuesday, November 10, 2009**
Meeting Time: **7:00 PM**

1. Attendees: Board Members: Rob Marggraf, Belinda Labourdette, Otis Perry, Bob Whiting, Roland Hofemann, Grover Tasker & Bill Knowles. Cemetery Coordinator: Nancy Gagne. Facility & Grounds Supervisor: Sharon Lucey
2. Meeting began at 7:03 p.m.
3. Motion to approve June 9th meeting minutes approved by Mr. Knowles and seconded by Mr. Tasker. Motion accepted.
4. Motion to approve June 30th special meeting minutes approved by Mr. Perry and seconded by Mr. Tasker. Motion accepted.
5. The Board discussed the slate of officers for 2010 to be as follows:

Chairman	Otis Perry
Vice-chairman	Bob Whiting
Secretary	Belinda Labourdette
6. Motion to accept the slate of officers as presented made by Mr. Whiting and seconded by Mr. Knowles. Motion accepted.
7. Members discussed the rules for lettering on the granite niche shutters of the Columbarium. It was agreed that the rules provided sufficient guidelines by specifying “appropriate information” and requiring that it must be “approved by the City of Dover Cemetery Board or designee.” Mrs. Gagne would likely be the designee in most instances. Members affirmed that if she felt something was not appropriate she was within her rights to forward the questionable lettering to the Board for review.
8. The Board requested that Mrs. Gagne obtain a full listing of government approved symbols to be attached to the Columbarium Rules as stated in 4:a:2 and made available to interested parties.
9. Mrs. Gagne provided a press release she had started to announce the availability of the Columbarium as a burial option. She asked for input from the Members to be returned by the end of November. The article is intended for distribution to Foster’s Daily Democrat, area churches and funeral homes.
10. The Cemetery Department will be providing the privacy curtain for Columbarium interments. Ms. Lucey and Mrs. Gagne will work out the details for this item.
11. Motion to accept the Coordinator’s report made by Mrs. Labourdette and seconded by Mr. Tasker. Motion accepted.
12. The Board discussed the intention of the Columbarium as an economical burial alternative. It was agreed that there would not be a limit to the number of human cremated remains that could be placed in a niche space provided the Columbarium rules are followed, a certificate of cremation is provided for each human cremated remain and the opening and closing fee is paid for each interment.
13. Motion to adjourn made by Mr. Whiting and seconded by Mrs. Labourdette. Motion accepted.
14. Meeting adjourned 7:57pm.

Minutes Respectfully Submitted by Belinda Labourdette.