



**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. 8, 2011**  
Meeting Time: **7:00 PM**

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

1. Meeting began at 7:05pm.
2. Meeting was called to order and motion to accept October 26, 2010 meeting minutes made by Mr. Knowles and seconded by Mr. Hofemann. Motion accepted.
3. Nomination of officers: Otis Perry for Chairman – by Mr. Knowles, Mrs. Labourdette  
Bill Knowles for Vice-Chairman – by Mr. Hofemann, Mrs. Labourdette  
Belinda Labourdette – Secretary – by Mr. Perry, Mr. Knowles
4. Written ballots counted by Mrs. Gagne. Vote was unanimous to elect the slate as presented.
5. Mrs. Gagne reviewed the burial rates. Steady numbers with slow evolution toward cremations and away from regular burials. The Board was asked to review & update their contact information. Mr. Knowles, Mr. Hofemann's & Mrs. Labourdette's terms are coming up for re-appointment. Mr. Perry recommended that members contact the mayor or Dean Trefethen, head of the re-appointment committee, to indicate their interest in re-appointment.
6. Motion to accept the Coordinator's Report made by Mr. Knowles and seconded by Mrs. Labourdette. Motion Passed.
7. Final version of the Cemetery Brochure was presented. Quotes have been requested for printing. The Board wished to thank Mr. Tasker & Ms. Lucey for their work putting this together.
8. Members inquired if the Board would have the opportunity to review the cemetery budget. Mrs. Gagne reported that Doug Steele is preparing & submitting the budget and if members wished they should inquire directly via email, [d.steele@dover.nh.gov](mailto:d.steele@dover.nh.gov). Mr. Perry wants to be sure that funds from the sale of graves are being used for capital purchases for the cemetery.
9. Mrs. Gagne informed members that the Islamic group that was interested in purchasing 100 graves has moved forward with their plans with an initial purchase of 13 graves. Group 25 near the Group with the Columbarium has been laid out for 60 graves.
10. Mrs. Gagne provided a copy of the current Cemetery Rules & Regulations for members to review prior to the next meeting. Looking to be sure all rules & regulations still make sense but also to simply update the signatures. Fees are not expected to increase this year.
11. Motion to adjourn made by Mr. Knowles and seconded by Mrs. Labourdette
12. Meeting adjourned at 7:32pm

Respectfully submitted by Mrs. Labourdette