



**CITY OF DOVER**

## CEMETERY BOARD MEETING MINUTES

Meeting Type: Special Meeting  
Meeting Location: Pine Hill Cemetery - 131 Central Avenue, Dover, NH 03820  
Meeting Date: **Monday, April 28, 2008**  
Meeting Time: **7:00 PM**

1. Attendees: Board Members: Rob Marggraf, Bill Knowles, Grover Tasker, Belinda Labourdette, Bill Knowles, Otis Perry, Roland Hofemann and Bob Whiting. Cemetery Coordinator: Nancy Gagne. City Manager: Mike Joyal
2. Meeting began at 7:03 p.m. in the City Manager's office.
3. Mr. Joyal explained to the Board that the city Purchasing Manager will package the Bid for the columbarium. The bid will be advertised in the local paper and sent directly to source vendors. Mr. Marggraf will provide a list of the vendors that he is aware of.
4. Mr. Joyal explained that twenty thousand dollars has been appropriated from the cemetery reserve fund and is available for disbursement now. The sum will be available for three (3) years. Thirty thousand dollars is currently in the operating budget pending approval by the Council. These funds would be available after July 1<sup>st</sup>.
5. Mr. Joyal explained that he would like to see a Master Plan developed for the cemetery that would identify capital improvement projects, tree management, road management, and maintenance objectives for the cemetery and identifying priorities and recommended schedules. This would assist the Community Services Department and the Council in building the budget. The Board would need to decide if they would like to work with a single source or specialists in various areas of interest.
6. Mr. Joyal informed the Board that he is looking at outsourcing cemetery operations such as landscaping and possibly the opening & closing of graves.
7. Mr. Tasker recused himself from reviewing the bids for the columbarium when the time comes as his son owns a company that would likely submit a bid.
8. The Board thanked Mr. Joyal for his time.
9. Motion to adjourn made by Mr. Knowles and seconded by Mr. Perry. Motion accepted.
10. Meeting adjourned 8:10pm

Minutes Respectfully Submitted by Belinda Labourdette.