



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 13, 2008**
Meeting Time: **7:00 PM**

1. Attendees: Board Members: Bill Knowles, Grover Tasker, Belinda Labourdette, Otis Perry, and Roland Hofemann. Cemetery Coordinator: Nancy Gagne. Excused: Bob Whiting & Rob Marggraf.
2. Meeting began at 7:03 p.m.
3. Motion to accept April 8th minutes made by Mr. Perry & seconded by Mr. Knowles. Motion accepted.
4. Motion to accept April 28th minutes made by Mr. Perry & seconded by Mr. Knowles. Motion accepted.
5. Members discussed Columbarium. Motion to pass the latest revision of the RFP to the Dover purchasing agent made by Mrs. Labourdette and seconded by Mr. Perry. Motion accepted.
6. Mrs. Gagne will ask the purchasing agent to make vendor responses available to the Board prior to the next meeting scheduled for June 10th. The Board would like the RFP to require 7 copies of the responses so that the city and Board can review individually.
7. The Board asked Mrs. Gagne to look into relocating the compost piles recently located across the road from lot 6, the area designated for the Columbarium.
8. The Board discussed the Master Plan. Mr. Perry will speak to Chris Parker in the Dover Planning Dept. to see if they will be able to coordinate and prepare the Master Plan. Depending upon the answer he may approach the Regional Planning dept for their assistance.
9. Mrs. Gagne presented the Coordinator's report. Two new trees have been planted in Group 21. Mrs. Gagne informed the Board that the cemetery will be receiving assistance from the Inmate program the week before Memorial Day. She anticipates that the cemetery will be cleaned up for the holiday.
10. Motion to accept Coordinator's report made by Mr. Knowles and seconded by Mr. Perry. Motion accepted.
11. At the suggestion of the Board, Mrs. Gagne will have the faucets in the cemetery checked for leaks and coordinate with the Dover Veteran's Council to have the decorative flags placed after mowing if possible.
12. The Board discussed memorial items around graves, primarily those on the ground. Per cemetery rules these items will be left until the second week following Memorial Day and then they will be removed. Mrs. Gagne will notify lot owners by mail prior to removal.
13. Motion to adjourn made by Mr. Perry and seconded by Mr. Knowles. Motion accepted.
14. Meeting adjourned 8:07pm

Minutes Respectfully Submitted by Belinda Labourdette.