



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, April 12, 2011**
Meeting Time: **7:00 PM**

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

1. Meeting began at 7:02pm.
2. Motion to approve February 8, 2011 meeting minutes made by Mr. Tasker & seconded by Mr. Whiting. Motion accepted.
3. The Board discussed the proposed Operating Rules. Questions arose when the proposed rules were compared to the existing By-Laws. Specifically if the new Operating Rules sufficiently addressed the state requirements as outlined in RSA 289.
4. Motion to delay discussion until city Attorney Krans could be present at the meeting made by Mr. Whiting and seconded by Mr. Tasker. Motion failed.
5. Discussion of the Operating Rules continued with specific areas of concern including the lack of specific wording under Authority & Duties to allow the Board input on fiscal matters such as budget preparation, the cemetery services fee schedule, and expenditure of trust fund monies.
6. Motion to review the Operating Rules and By-Laws at the next meeting with Attorney Krans as the first order of business made by Mr. Whiting and seconded by Mr. Tasker. Motion accepted.
7. Mrs. Gagne also noted that the position of recording secretary or Clerk has always been part of the Officers identified in the By-Laws. Mr. Perry pointed out that the Operating Rules as presented were being reviewed by all city committees, many of which rely on city staff for their minutes. The Cemetery department has not relied on the support of office staff for meeting minutes except on occasion when the Clerk has been unable to attend.
8. Ms. Lucey presented the bids received for cemetery excavation services currently being provided by the city. The bids were compared to the city costs by Mr. Steele and Ms. Lucey and the city is still able to provide these services for less. The Board discussed considerations for management of contractors and the level of professionalism currently provided by cemetery employees.
9. Motion to recommend that the cemetery services remain in-house based on the bids as presented made by Mrs. Labourdette and seconded by Mr. Tasker. Motion accepted.
10. The Board expressed the desire to provide input in the future prior to exercises such as this being completed.
11. Mrs. Gagne presented the Coordinators report. Burials are down in all categories at the moment.
12. Ms. Lucey was asked about the printing of the brochure. Quotes received were much higher than anticipated. She had not had the opportunity to pursue other options due to workload, but would investigate further. Much time and effort has gone into budget preparation.
13. Motion to accept the Coordinators Report made by Mrs. Labourdette and seconded by Mr. Marggraf. Motion accepted.



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14. Ms. Lucey informed the Board that she would be pursuing repairs for the chapel as funds allowed. Mr. Steele had requested if any of the Board members would be able to investigate getting the building on the historical registry in hopes that it would qualify for grant funding for restoration work. Mr. Perry noted that there are consultants that generally do this for a fee of \$2,000-\$3,000 to prepare all necessary paperwork.
15. Motion to adjourn made by Mr. Tasker and seconded by Mr. Whiting. Motion accepted.
16. Meeting adjourned 8:10pm.

Respectfully Submitted by Mrs. Labourdette - DRAFT