



**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 10, 2011**  
Meeting Time: **7:00 PM**

Attendees: Board Members: Rob Marggraf, Bob Whiting, Otis Perry, Grover Tasker, and Belinda Labourdette. Cemetery Coordinator: Nancy Gagne. Facility and Grounds Superintendent: Sharon Lucey. City Attorney: Allan Krans. Dover Housing Authority Executive Director: Jack Buckley. Civil Works representative Dana Lynch. Excused: Roland Hofemann & Bill Knowles.

1. Meeting began at 7:02pm.
2. Motion to approve April 12, 2011 meeting minutes made by Mr. Whiting & seconded by Mr. Tasker. Motion accepted.
3. Mr. Krans explained that the City Council had asked that the operating rules for the various city boards, commissions and committees be reviewed to clarify their purpose and make them more uniform. Upon review, it was found that many were out of sync with state law and what the groups were actually doing. The Cemetery Board has responsibilities similar to those of the McConnell Center Advisory Board. The basic functions being to review policy and operations. These functions are set forth by the City Council as adopted in Article II. Authority and Duties in the Cemetery Board Operating Rules.
4. Members discussed concerns that the wording of duties did not specifically mention review of the budget or any financial expenditure. Mr. Krans suggested that the Board review the monthly financial reports that should be available on the city web site or by request. Mr. Perry stated that he had requested information in the past and had not received it. Mr. Krans suggested that the Board continue to make recommendations on financial aspects of cemetery business.
5. Mrs. Gagne presented the Coordinator's report. The department has been extremely busy. Six new trees have been purchased. One maple tree has been designated to be planted near the Columbarium and one maple tree in Section 2 near South Avenue. Two new pine trees in Section 2 near Front Avenue. Two others are pear trees to replant in grounds along Central Avenue. A lilac bush will be planted in Group 24. The cemetery brochure has been printed. Cocheco Print Works was able to provide printing for less than \$1/copy. These will be distributed to the local funeral homes, city hall and Chamber of Commerce.
6. Motion to accept Coordinators report made by Mr. Tasker & seconded by Mrs. Labourdette. Motion accepted.
7. Mr. Perry recused himself from the remainder of the meeting as it involved the Dover Housing Authority (DHA) and he is a member of that board as well.
8. Mr. Lynch from Civil Works and Mr. Buckley presented the plans for the new parking area for the St. John's property owned by the DHA. The state requires permission from governing boards whenever work will come within 25 feet of an existing cemetery. Mr. Lynch explained that the old fence would be replaced with a new fence. Throughout this process, an archeologist would be on-site to ensure that digging was done properly. There will be no change to the cemetery location, there is no burial disturbance anticipated and the signage will remain the same. Further details were provided related to the project in general.



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9. Motion to approve the project as presented, made by Mr. Whiting and seconded by Mr. Marggraf.  
Motion accepted.
10. Members asked about Memorial Day preparations. Ms. Lucey reported that the Strafford County Corrections Dept have been scheduled to help the week before Memorial Day. The department has started to clean up Christmas decorations and any other unauthorized articles left on graves. They are behind on the mowing but expect that the cemetery will be ready by Memorial Day. The Veteran's Circle will receive fresh plantings the week before. The light that was out there has been replaced.
11. Motion to adjourn made by Mr. Whiting and seconded by Mr. Marggraf.
12. Meeting adjourned 7:57pm.

Respectfully Submitted by Mrs. Labourdette - DRAFT