



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, June 14, 2011**
Meeting Time: **7:00 PM**

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

1. Meeting began at 7:05pm.
2. Motion to approve May 10, 2011 meeting minutes made by Mr. Marggraf & seconded by Mr. Knowles. Motion accepted.
3. Mrs. Gagne presented the Coordinator's report. The department was able to get the cemeteries cleaned up in time for Memorial Day with the help of the Strafford County Inmate program. Niches sold to date now total 5. The City Council approved the Community Services Fee Schedule. Fees were not increased.
4. Mr. Perry requested that a financial report relating the grave and niche sales to the balances of the new Perpetual Care & Capital Reserve funds as well as providing the balances held in the old Perpetual Care & Capital Reserve funds. The balances would be helpful to be aware of as there are known repair requirements for the Chapel as well as the replacement of trees that certain monies could be used for. A CIP line item is required for their use and the city plan will be under review in the next few months. Mrs. Gagne will try to include the fund information for the next meeting.
5. Members also discussed reviewing the costs associated with burials particularly winter burials with the cost of fuel on the rise. The heater used to remove the frost before digging runs on propane. Winter burials are an important service that avoids family distress having to wait and go through the burial some time after the death as well as reducing the handling and eliminating storage requirements associated with deferred burials.
6. Motion to accept Coordinator's report made by Mr. Marggraf and seconded by Mr. Knowles. Motion accepted.
7. Members reviewed the new Operating Rules. Motion to include Secretary in the role of Officers made by Mrs. Labourdette and seconded by Mr. Marggraf. Motion accepted.
8. Motion to amend the meeting schedule in the Operating Rules, Article V. Procedures to reflect the meeting schedule in the previous By-Laws as follows: February, April, May, June, September and November, made by Mrs. Labourdette and seconded by Mr. Marggraf. Motion accepted.
9. Motion to adjourn made by Mr. Marggraf and seconded by Mr. Knowles. Motion accepted.
10. Meeting adjourned at 7:25pm.

Respectfully Submitted by Mrs. Labourdette - DRAFT