



**CITY OF DOVER**

## CEMETERY BOARD MEETING MINUTES

Meeting Type: Regular Meeting – Postponed from Feb. 14, 2012  
Meeting Location: Pine Hill Cemetery - 131 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, Feb. 21, 2012**  
Meeting Time: **7:00 PM**

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

Called to order by Chair Otis Perry @ 7:00 p.m.

1. Motion to approve Nov. 15, 2011 Meeting Minutes –motion by Bob Whiting, seconded by Grover Tasker
2. Elections of officers – Bill Knowles elected chair – Vice Chair Belinda Labourdette – Secretary Grover Tasker
3. Discussion on the Request for Proposal to develop a Master Plan for Pine Hill Cemetery – Otis questioned the need for mandatory meeting, he said usually what is being purchased is the company expertise & knowledge. Sharon explained that Ann Legere, Purchasing Agent requests a mandatory meeting so everything is explained only once to everyone – it is not a bid – just request for proposal. Otis did say that someone from the Cemetery Board should be included in any meetings – he said he would “volunteer”. Funding is from an old CIP project. Top candidates would then be interviewed by interview team.

Questions:

- 1) Who can do the job the best/references/ideas
- 2) Does their schedule match ours for completion
- 3) Cost
4. Nancy gave the Cemetery Coordinators report - burials are down slightly – some discussion about tree planting, types and need to replace older and damaged trees to keep up appearance of the cemetery. We will contact Urban Tree to get list of variety of trees. More pine trees need to be planted. Possibly sugar maples and clusters of white birches. Report accepted
5. Reviewed the cemetery budget for FY 2012. Some discussion on the interest from the Perpetual Care Fund, how much and where it goes – that is not controlled by the Cemetery Board.
6. Went over the State Wide Cemetery Pricing Survey as prepared for the committee by Nancy Gagne. She will also contact Rochester and Portsmouth cemeteries. Grover will work on the spreadsheet to get an average of prices. We will discuss any proposals for Pine Hill price increases at next meeting in April
7. Motion to adjourn at 7:55 p.m.

Respectfully submitted:

Grover Tasker, Recording Secretary