

Meeting Type: Regular Meeting  
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, November 12, 2013**  
Meeting Time: **7:00 PM**

**MEMBERS PRESENT:** Belinda Labourdette – Chair, Bill Knowles, Rob Marggraf (Alternate), Grover Tasker – Secretary

**STAFF PRESENT:** Meghan Moisan – Administrative Coordinator

**MEMBERS ABSENT:** Otis Perry, Bob Whiting, Roland Hofemann (Alternate)

1. **CALL TO ORDER:** Chairman Labourdette called the meeting to order at 7:00 PM.

2. **APPROVAL OF MINUTES:** The minutes were reviewed for both the October 8, 2013 regular meeting and the special meeting on October 22, 2013.

**Motion:** Knowles made a motion to accept the minutes for the October 8, 2013 meeting.

**Second:** Tasker seconded the motion

**Vote:** U/A

**Motion:** Knowles made a motion to accept the minutes for the October 22, 2013 special meeting.

**Second:** Tasker seconded the motion

**Vote:** U/A

3. **CEMETERY STAFF UPDATES:** Coordinators Report was provided by Meghan Moisan. During the month of October - there were 7 full burials, 2 cremation burials, 3 regular graves sold & 2 cremation spaces sold. There was also a disinterment out of Pine Hill Cemetery and another re-interment from another cemetery done in October. Monument foundations for the end of the year have been completed and marker installation is ongoing. Employees have started placing steel plates over cremation burials to make the process of finding urns in the future easier. There was a water leak discovered at the corner of Group 23 (across from the baby section) and will be repaired in the spring as the water has been shut off for the season.

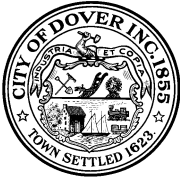
**Motion:** Marggraf made a motion to accept the report.

**Second:** Knowles seconded the motion

**Vote:** U/A

#### 4. **OLD BUSINESS:**

- A. Determine Schedule & Method for Review of Cemetery Rules and Regulations** – The Board will be looking at the Rules and Regulations for updating. The work will be broken down into sections to make the process more manageable. Members should review sections 1, 2 & 3 for the next meeting and bring any recommendations to the February meeting. Sections 4, 5 & 6 will be discussed at the April meeting and the remaining sections are scheduled to be reviewed at the May meeting.



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**5. NEW BUSINESS:**

**A. Discuss Procedures Regarding the Handling of Communications to Cemetery Board Members-**

A discussion was had regarding the handling of communications that board members might receive. It was decided that it's OK to give a personal opinion when asked questions – but to make it known that it is only a personal opinion and not an official board response. If further information is needed, then the Board should be consulted.

**Motion:** Tasker made a motion to reflect that as the Board's decision.

**Second:** Marggraf seconded the motion

**Vote:** U/A

**6. ADJOURNMENT:**

**Motion:** Tasker made a motion to adjourn at 7:40 PM

**Second:** Marggraf seconded the motion

**Vote:** U/A

**Next Meeting: Tuesday, February 11, 2014**

*Respectfully submitted:*

*Grover Tasker, Recording Secretary*