

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, February 11, 2014**
Meeting Time: **7:00 PM**

MEMBERS PRESENT: Belinda Labourdette – Chair, Bill Knowles, Otis Perry, Bob Whiting, Rob Marggraf (Alternate)

STAFF PRESENT: Sharon Sirois – Facilities, Grounds & Cemetery Superintendent, Meghan Moisan – Administrative Coordinator

MEMBERS ABSENT: Grover Tasker – Secretary, Roland Hofemann (Alternate)

1. **CALL TO ORDER:** Chairman Labourdette called the meeting to order at 7:06 PM. Perry arrived at 7:13 PM.

2. **APPROVAL OF MINUTES:** The minutes were reviewed for both the November 12, 2013 regular meeting and the special meeting on January 21, 2014.

Motion: Whiting made a motion to accept both sets of minutes.

Second: Knowles seconded the motion

Vote: U/A

3. **CEMETERY STAFF UPDATES:** A total of 89 burials were performed in 2013, to include 37 regular burials, 49 cremation burials and 3 inurnments. There were 39 regular graves, 6 cremations spaces and 8 columbarium niches sold last year, for 53 total sales. Winter rates went into effect the beginning of December and toward the end of January crews began using the grave heater to thaw the ground prior to digging full burials. F&G employees have been busy clearing the roads within the cemetery and assisting Public Works during storms with plowing, salting/sanding and snow removal. With help from volunteers, several days were spent cleaning and organizing the chapel, moving or disposing of old documents, as well as clearing up a backlog of open work orders.

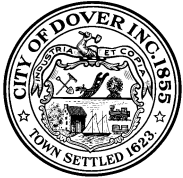
Motion: Whiting made a motion to accept the report.

Second: Knowles seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:

A. **Update on Public Hearing re Code Changes** - Whiting attended the public hearing on January 22, 2014 and spoke on behalf of the Cemetery Board regarding the proposed code changes. He was pleased with the responses by the members of the council. Despite opposition from one councilor, who suggested placing Dogipot bag dispensers throughout the cemetery, he felt the opinions were well accepted and most seemed to be in favor of restricting dogs from the cemetery. Whiting hoped another member would be able to attend tomorrow night's council meeting to reiterate the board's view. Chairman Labourdette agreed to attend.



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5. NEW BUSINESS:

- A. Review of Cemetery Rules & Regulations** – Members planned to review Sections 1, 2 & 3 of the Rules and Regulations of Pine Hill Cemetery and, after taking Mr. Kozulin’s suggestions into consideration, agreed on the following:

Section 1 - Purpose and Intent: No recommended changes.

Section 2 – General Rules:

A. Office and Cemetery Hours

1. Remove the last three sentences in the paragraph pertaining to vehicle and pedestrian gates.
2. Leave the wording the way it is but remove “for any purpose” at the end of the sentence.

B. Workdays of Employees

1. Change “entombments” to “inurnments”. Move the telephone number of the cemetery office under *Office and Cemetery Hours* (Section 2, A-1).

After reviewing Mr. Kozulin’s changes, members agreed with his suggestion to combine part B *Workdays of Employees* with part C *Duties of Employees Defined by Supt.*, so that part B now reads “Employees of the Cemeteries”. Also under part B, members want to include numbers 1 through 4 of the 5 recommendations.

D. Fees and How Payable

1. Change “entombments” to “inurnments”. Reword the fourth sentence so it’s not so redundant; it currently states “Persons or businesses who make arrangements with the City of Dover for interments and/or entombments shall be responsible for payment of said interment and entombment charges at least 24 hours prior to interment or entombment unless alternative payment arrangements are made with the approval of the Cemetery Coordinator. This should be changed to “Persons or businesses that make arrangements with the City of Dover for interment, inurnment, or any other services, shall be responsible for all required fees at least 24 hours prior, unless alternative payment arrangements are made.”
2. No recommended changes.
3. No recommended changes.

E. Manner of Travel by Pedestrians

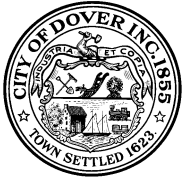
1. No recommended changes.

F. Acts of Vandalism Prohibited

1. Change the words “injuring” to “damaging” since it’s referring to objects.

H. Prohibitions

Members discussed Mr. Kozulin’s suggestions and recommendations to combine some or all of Parts E, F and H, as well as an addition of a disclaimer clause. Since there was still quite a bit left to review, it was agreed that the remainder of Section 2 would be completed along with Sections 3 and 4 at the next meeting.



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6. ADJOURNMENT:

Motion: Whiting made a motion to adjourn at 8:03 PM

Second: Perry seconded the motion

Vote: U/A

Next Meeting: Tuesday, April 8, 2014