

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, June 17, 2014**
Meeting Time: **7:00 PM**

MEMBERS PRESENT: Belinda Labourdette – Chair, Bill Knowles, Otis Perry, Grover Tasker – Secretary

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

MEMBERS ABSENT: Rob Marggraf (Alternate), 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 the May 20, 2014 meeting.

Motion: Perry made a motion to accept the minutes.

Second: Knowles seconded the motion

Vote: U/A

3. **CEMETERY STAFF UPDATES:** Sirois provided the updated sale and burial stats to the members. There have been 15 graves sold so far this year (Jan-May): 9 Regular, 6 Cremation, 0 Niches. Also during that time period, 26 burials were performed: 15 Regular, 11 Cremation, 0 Inurnments.

Employees worked hard to prepare the cemetery for Memorial Day and continued to stay busy with the post-holiday cleanup. The Dover Veterans Council hosted their annual Memorial Day Service at Pine Hill Cemetery on Monday, May 26th. Although very little was announced publicly (despite sending the information to City Hal), the event still went off as scheduled.

June has been busy thus far due to all the rain and we have lost the help of the Strafford County inmates as they are no longer doing outside work. The County also oversees groups of non-inmates who perform community service to work off fines and we were able to use their help (thanks to the Strafford County Community Work Program coordinators for their assistance). The cemetery hired more seasonal employees this year, some new and others returning from last year.

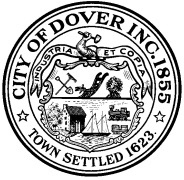
The City has been working with the Dover Cooperative Ministries Council to arrange for a memorial tree to be planted in honor of Bob Whiting. The tree will likely be planted along the front of Pine Hill Cemetery and will include a plaque recognizing Bob's service and dedication to our community.

The topic of grub control within the cemetery was brought up again. Sirois said Urban Tree Service has already been issued a Purchase Order; they've been provided measurements and will hopefully get started soon. The cemetery is also in need of paving, particularly in the older sections, with Main Avenue and Avenue M being the worst. Sirois is working on signage for maps and rules of Pine Hill Cemetery and would like to have them posted at the entrances. She's also seeking assistance with the enforcement of keeping dogs out of the cemetery.

Motion: Tasker made a motion to accept the report.

Second: Perry seconded the motion

Vote: U/A



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4. UNFINISHED BUSINESS:

- A. Review of Cemetery Rules & Regulations** – The process of reviewing the Rules & Regulations of Pine Hill Cemetery has been a work in progress and will continue at the next and into future meetings. Members discussed the enforceability of the rules & regulations and will need to make sure there are no conflicts with the City Code (Chapter 74: Cemeteries) prior to making any further changes.
- B. Membership** – There was a brief discussion regarding the Cemetery Board’s current vacancies and potential candidates. Members want to check with Rob Marggraf about transferring from an alternate to a regular member and will also need to recruit two new alternates. Nancy Gagne, our former and recently retired Cemetery Coordinator, and Vladimir Kozulin, who previously contacted the board with suggested changes to the cemetery rules and regulations, were both discussed as possibilities.

5. NEW BUSINESS: None

6. ADJOURNMENT:

Motion: Perry made a motion to adjourn at 7:45 PM

Second: Knowles seconded the motion

Vote: U/A

Next Meeting: Tuesday, September 9, 2014