

Meeting Type: Special Meeting (Regular Meeting Rescheduled from September 9, 2014)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 23, 2014**
Meeting Time: **7:00 PM**

MEMBERS PRESENT: Belinda Labourdette – Chair, Bill Knowles, Grover Tasker – Secretary, Rob Marggraf

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

MEMBERS ABSENT: Otis Perry

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 June 17, 2014 meeting. Knowles asked that his name be removed from the Cemetery Staff Updates for acknowledgment re assistance provided from the county, stating the Strafford County Community Work Program coordinators are the ones who should be recognized.

Motion: Tasker made a motion to accept the minutes as corrected.

Second: Marggraf seconded the motion

Vote: U/A

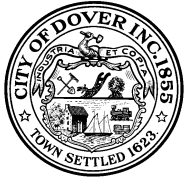
3. **CEMETERY STAFF UPDATES:**

Sirois read the staff updates and reported the monthly totals for the sale of graves and burials. There have been a total of 28 graves sold so far this year (Jan-Aug): 22 Regular, 6 Cremation and 0 Niches. During that same time period, 58 burials were performed: 26 Regular, 32 Cremations and 0 Inurnments.

Sirois reported having three additional part-time employees this year has helped a lot with mowing and trimming. Employees have planted 7 trees in the cemetery and repaired three leaks in the water lines. The prep work has started for paving Main Avenue and sections of Avenue M and crews should be starting the overlay tomorrow, September 24th. The application for grub control has been completed in the cemetery but require additional treatments. The grass will also need to be replanted in some areas. A new furnace had recently been installed in the cemetery barn and, when asked if there were any updates on repointing the chapel, Sirois confirmed there was \$250,000 set aside for chapel restorations in the FY17 budget. Work will continue on the Cemetery Master Plan once the roof project at City Hall has been completed. An intern worked on collecting some of the necessary information but Sirois and Director Steele will need to complete reviewing the plan before the proposal can be sent to the purchasing agent. There was a discussion on the condition and replacement of equipment. Aside from a couple new mowers, most of the division's vehicles and equipment are older.

City staff has been working with the Dover Cooperative Ministries Council on the memorial tree and plaque for former mayor and Cemetery Board member, Bob Whiting. A maple tree has been planted and a dedication ceremony will take place soon after the memorial marker is received (a picture of the stone was passed around). Members asked to be notified once the ceremony date has been decided.

There have been Historical Walking Tours that have recently come through Pine Hill Cemetery. Doug Steele will also be conducting a riding tour of the cemetery on October 18th as part of the Citizen's Leadership Academy. There was a brief discussion regarding a complaint in Foster's Daily Democrat as to the care of Pine Hill Cemetery.



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Motion: Knowles made a motion to accept the report.

Second: Tasker seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS: An inquiry was made whether there were any membership updates. Sirosis mentioned it to Nancy Gagne but didn't believe she was interested. Marggraf stated he was officially sworn in as a regular member. Since former member Roland Hofemann's resignation from the board has gone through, there are now two alternate member vacancies.

5. NEW BUSINESS:

A. Review of Cemetery Rules & Regulations – Chairman Labourdette asked members their thoughts regarding the ongoing review of the rules and regulations and whether they felt it was still worthwhile. After some discussion, it was agreed that while some tweaking and updates were necessary, the process could probably be wrapped up soon. Members read through the remaining sections and discussed a couple points, such as the misleading use of the word "deed" and the placement of items, some potentially hazardous, that are often left on graves. The fine amounts listed under Section 10/Enforcement were found to be out of date and should be updated to reflect that in the Dover Code under Chapter 74-9. Violations and Penalties, which states "Any person violating the terms of this chapter shall constitute a violation subject to penalties of state law". Omitting the fine amount will prevent having to update the section every time there's a change.

Moisan was asked to put together a draft copy of the rules showing all changes and present it at the next meeting for review.

6. ADJOURNMENT:

Motion: Knowles made a motion to adjourn at 8:00 PM

Second: Marggraf seconded the motion

Vote: U/A

Next Meeting: Tuesday, November 18, 2014