

Meeting Type: Special Meeting (Regular Meeting Rescheduled from April 14, 2015)  
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, April 21, 2015**  
Meeting Time: **7:00 PM**

**MEMBERS PRESENT:** Belinda Labourdette – Chair, JoAnn Rohde, Grover Tasker – Secretary

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

**MEMBERS ABSENT:** Scott MacKenzie, Rob Marggraf

**OTHERS PRESENT:** Mark Leno from the Woodman Museum

**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 February 10, 2015 meeting.

**Motion:** Rohde made a motion to accept the minutes.

**Second:** Tasker seconded the motion

**Vote:** U/A

**3. CEMETERY STAFF UPDATES:** Sirois reported there haven't been any burials since February but are starting to pick up again. Employees removed snow and opened up some roads in the cemetery that had been inaccessible. Spring clean-up and Memorial Day preparations have been underway. Markers delivered to the cemetery over the winter are being installed. Monument dealers were notified of the deadline to have foundations completed by Memorial Day. Paul Talon is retiring after 38 years with the city and Dave Flanagan has been named to replace him. There will be a party for Paul Tuesday, April 28th at noon in the chapel.

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

**Second:** Rohde seconded the motion

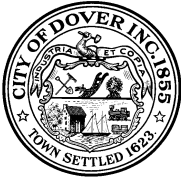
**Vote:** U/A

#### **4. UNFINISHED BUSINESS:**

##### **A. Review Cemetery Rules & Regulations**

**1. Expand section re winter weather considerations** – Members didn't think there was anything else to add and would like to review a cost analysis before making any decisions on additional fees for winter burials.

Sirois brought up a point of discussion from a recent NH Cemetery Association meeting she attended. It was argued that charging different rates based on the time of year discriminates against people who pass in the winter and, therefore, suggested charging a higher rate year-



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round. Members didn't really feel this was an issue and questioned whether raising rates was fair to those buried in the summer. Additionally, cemeteries that close during the winter months or charge extra for weekend/holiday burials could also be considered discriminatory.

**2. Review columbarium rules and discuss combining the two sets** – Sirois relayed concerns brought during at the NHCA meeting regarding liability of personal columbariums. Like monuments, the columbariums belong to the people who purchased them; however, damage to a monument does not affect the grave. The board discussed looking into having different rules and separate perpetual care for personal columbarium monuments. Sirois will speak with the City Attorney to see if a legal document should be created informing the purchaser they are liable. She'll try to have that information for the May meeting.

There was a brief discussion about the columbarium rules. It was agreed that a review wasn't necessary at this time since they were adopted not that long ago.

**Motion:** Tasker motioned to keep the columbarium rules as they are

**Second:** Rohde seconded the motion

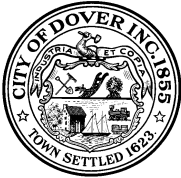
**Vote:** U/A

**B. Cost Analysis for Winter Burials** – Members asked for a current cost analysis to be done so updates can be made to the fee schedule if needed. Although the cost of performing winter burials is significantly higher, it may even out in the end. The cemetery doesn't need to profit from burials but shouldn't be losing money either. Moisan passed around a copy of a cost analysis worksheet Nancy Gagne had worked on for 2012 as well as a NHCA cost survey for 2011. Sirois said there's an updated version of the survey online. The timeframe for submitting changes to the fee schedule should be verified by the next meeting. Moisan and Sirois will work on an updated cost analysis. The cemetery is approaching its busiest time of the year, so a special meeting may need to be called between the June and September meetings to go over the analysis.

**C. Cemetery Board Overview** – Labourdette reported on a meeting she had with the City Attorney regarding general operating rules and principles. A handout was given to members highlighting some important points. He suggested we format our by-laws to conform with other city boards. Labourdette couldn't find the cemetery rules and regulations on the city's website and asked if they could be added once the updates are finalized.

**5. NEW BUSINESS:** *(Item moved up ~ discussed after approval of minutes)*

**A. Request to Allow Historical Tours in Cemetery** - Mark Leno gave a presentation for *Voices Beyond the Museum: Pine Hill Cemetery Revealed*. The Woodman Museum is proposing a benefit for the Museum for October 10, 11, & 12. Cast and guides will do a historical tour of the Pine Hill Cemetery for 3 days in October and will be similar to the tour done by the Historical Society 10



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years ago. It was asked if a pamphlet of the cemetery could be included. Sirois will look into combining existing brochures but needs to speak with Doug Steele about some updates first. The board will talk more about that in June. There were a few concerns regarding the requested use of the chapel, such as restroom facilities, trash etc. The plumbing is old and sensitive and would not be able to accommodate such a large crowd. Port-a-potties were suggested as an alternative. Moisan was also concerned with people being allowed to come and go through the chapel with no assurance that a staff member would be present at all times. Mark is doing a walk through with Cathy Beaudoin next week. He'll pass along the concerns and will keep in touch.

**6. ADJOURNMENT:**

**Motion:** Tasker made a motion to adjourn at 8:05 PM

**Second:** Rohde seconded the motion

**Vote:** U/A

*Next Meeting: Tuesday, May 12, 2015*