

Meeting Type: Regular Meeting  
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, May 12, 2015**  
Meeting Time: **7:00 PM**

**MEMBERS PRESENT:** Belinda Labourdette – Chair, Grover Tasker – Secretary, Scott MacKenzie, Rob Marggraf.

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

**MEMBERS ABSENT:** JoAnn Rohde

**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 April 21, 2015 meeting.

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

**Second:** MacKenzie seconded the motion

**Vote:** U/A

**3. CEMETERY STAFF UPDATES:** Sirois read the staff updates and reported on the number of burials, which have picked up significantly. The seasonal crew will be starting soon and most employees will begin working late to prepare for Memorial Day. Students from the alternative school have been helping clean up the cemetery and are doing a good job. Participants in the Strafford County Work Release Program should also be assisting next week. Staff completed repairs to winter burials and will be working on monument foundations. A Memorial Day service will be held in PHC on May 25<sup>th</sup> at 6PM.

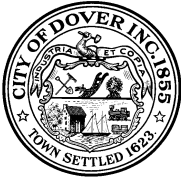
**Motion:** Marggraf made a motion to accept the report.

**Second:** Tasker seconded the motion

**Vote:** U/A

**4. UNFINISHED BUSINESS:**

**A. Cost Analysis for Winter Burials - Review Timeframe for Submitting Changes to Fee Schedule** – Labourdette informed the board they can review the fees at any time. Changes would be sent to Doug Steele so he can submit them to the council for approval (it was not necessary to have in the budget). The council just voted in changes last week but most of the cemetery fees remained the same. The board will review the winter disinterment charges for cremains (currently the same rate as summer) and make suggestions for next time. A breakdown of costs will be reviewed in September.



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**B. Update re Liability of Personal Columbariums** - Sirois spoke with the City Attorney regarding personal columbariums and whether liability for damages should be specified somewhere. He agreed they should probably be addressed in the rules and deeds. Sirois has been looking online for examples of language. The NHCA site has some information but it's very general. The disposition of remains should be addressed and it needs to be made clear that personal columbariums are the responsibility of the family. Sirois will look into it more after Memorial Day.

More information on the Historic Walk at Pine Hill Cemetery will be discussed at the **June** meeting, along with the Memorial Day wrap-up.

The cost analysis will be discussed at **September** meeting.

In **November**, the board will review the updated rules (to include language for personal columbariums) to be submitted for council approval.

**5. NEW BUSINESS: None**

**6. ADJOURNMENT:**

**Motion:** Tasker made a motion to adjourn at 7:20 PM

**Second:** Marggraf seconded the motion

**Vote:** U/A

*Next Meeting: Tuesday, June 9, 2015*