

Meeting Type: Special Meeting (Regular Meeting Rescheduled from September 8, 2015)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 22, 2015**
Meeting Time: **7:00 PM**

MEMBERS PRESENT: Belinda Labourdette – Chair, Grover Tasker – Secretary, Rob Marggraf, JoAnn Rohde, Scott MacKenzie

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

MEMBERS ABSENT: N/A

1. CALL TO ORDER: Chairman Labourdette called the meeting to order at 7:07 PM.

2. APPROVAL OF MINUTES: The minutes were reviewed for the June 9, 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, graves sold, and man-hours spent on various tasks. There were 8 regular burials, 18 cremation burials and 1 inurnment during the months of June, July and August. Employees stayed busy throughout the summer with mowing, cleanup, and watering newly planted trees. Most of the seasonals have gone back to school and a new, full-time employee was recently hired. Sirois anticipates continued help from participants in Strafford County's Community Work Program. New signs were made up reminding visitors of the rules for appropriate decorations on lots. A bid to conduct an inventory of trees in the cemetery (to include the type, condition and recommendations) was awarded to Urban Tree. The last inventory was done around 1998. Sirois hasn't had a chance to meet with the City Attorney since the last meeting, but is still working on the language regarding liability of personal columbariums. Paving around the chapel and sidewalk area is expected to take place this fall or early next year. The deck and railings at the front of the chapel are deteriorating and will need to be replaced soon. That project will be completed in-house.

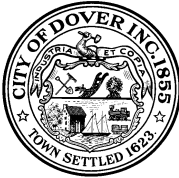
Motion: Marggraf made a motion to accept the report.

Second: MacKenzie seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:

A. Cemetery Pamphlet for Historical Tours – Sirois spoke with Doug Steele about the pamphlets but wasn't sure creating a new brochure for the tour was the most feasible option. Sirois said she could try to put something together by the end of the week if members wanted, or the ones we already have for the cemetery and tree donations could be handed out. Members discussed additional ways to seek donations, such as making a donation box available during the tour or having the cemetery added to the list that's sent out with the City's donation envelopes.



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Everything is in place for the Woodman Museum's historic cemetery walk on October 10, 11 & 12. Mark Leno and Cathy Beaudoin did a walkthrough last Monday and located the graves. Employees will prep the grounds and make sure all sites are cleaned up.

B. Cost Analysis for Winter Burials – Review of Breakdown – Members reviewed and discussed the cost analysis prepared by Moisan. The first chart listed all interment work orders from 2014 and compared the labor & equipment costs vs. the rates for each burial. Those numbers were broken down further by type of burial (regular or cremation), then again by summer and winter. The last page showed the list of rates taken from the NH Cemetery Association's 2014 Price Survey so members could see where Pine Hill stood in comparison to other cemeteries, which were all very close to the averages. Based on the initial calculations, the total cost of all 2014 burials was \$39,437.34 and the total charges were \$41,480. For cremations burials, the total cost was \$9,804.87 and charges were \$15,700 (summer costs = \$7,723.65 & charges \$13,100; winter costs = \$2,081.22 & charges \$2,600). For full burials, the total cost was \$30,253.40 and charges were \$26,380 (summer costs = \$17,826.87 & charges \$14,820; winter costs = \$12,426.53 & charges \$11,560). Although the total charges appear to cover the costs, the numbers only represent the direct cost associated with each burial, and do not include repairs to graves, admin costs, etc. Moisan will update the calculations to incorporate those additional charges. Once there is a more accurate figure, the Board will look into whether the rates should be increased.

5. NEW BUSINESS: None

6. ADJOURNMENT:

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

Second: MacKenzie seconded the motion

Vote: U/A

Next Meeting: Tuesday, December 8, 2015