

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, February 23, 2016**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

MEMBERS PRESENT: Belinda Labourdette – Chair, Grover Tasker – Secretary, Rob Marggraf, Martha Haley (Alternate)

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

MEMBERS ABSENT: JoAnn Rohde, Scott MacKenzie, Robert Lucier (Alternate)

The Cemetery Board welcomes its newest alternate member, Martha Haley!

1. CALL TO ORDER: Chairman Labourdette called the meeting to order at 7:05 PM.

2. APPROVAL OF MINUTES: The minutes were reviewed for the December 15, 2015 meeting.

Motion: Marggraf made a motion to accept the minutes.

Second: Tasker seconded the motion

Vote: U/A

3. ELECTION OF OFFICERS: The following members were nominated and elected to their new positions:

- Chair – Grover Tasker
- Vice Chair – Rob Marggraf
- Secretary – Belinda Labourdette

Motion: Marggraf made a motion to elect the new officers

Second: Haley seconded the motion

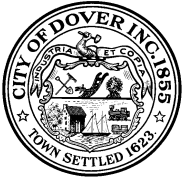
Vote: U/A

3. CEMETERY STAFF UPDATES: Sirois read the staff updates and reported on the number of burials and graves sold since the last meeting. There were 7 burials in January (3 full and 4 cremations) and 5 graves sold. The total number of burials and graves sold last year were fairly consistent with previous years. Employees finished replacing the deck and railings at the front of the chapel. Time was also spent working on tree maintenance, plowing City streets and within the cemetery, traffic lights, and mower repairs. After retiring last year, Paul Talon was hired back as a seasonal worker for the winter and has been a great help. Sirois has been working on creating new maps of the cemetery as the old ones are in very rough shape. Moisan has been researching old records and is trying to bring lots up-to-date that were never paid for. The number of grave refunds has also increased, which can be time-consuming. Moisan inquired whether an administrative fee should be considered down the road. It was also questioned whether the Perpetual Care portion should even be refunded (we currently refund 100% of the original purchase price). Members will discuss that further another time.

Motion: Tasker made a motion to accept the report.

Second: Marggraf seconded the motion

Vote: U/A



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4. UNFINISHED BUSINESS:

A. Cost Analysis for Burials – Review/Discuss Rate Recommendations from Prior Meeting –

Labourdette provided a brief review of the board's recent discussions and recommendations. Moisan had prepared a cost analysis for burials, which was presented and discussed in the past couple meetings. Based on the findings, and since rates hadn't gone up in several years, the board reviewed the current fees and made recommendations. Most rates were increased in order to cover (and continue to cover) rising costs. A rate for residents vs. non-residents was also introduced. The board agreed a person's place of residency would be considered the last place they lived prior to entering a care facility, such as a nursing home.

There was a further discussion regarding an accommodation fee, which would apply to a second burial in the same grave as an existing burial. A charge of \$150 was proposed at the last meeting, and would be in addition to the regular interment fee. To be fair to those who recently purchased graves with the understanding they'd be allowed up to two burials per grave (with no mention of an additional fee), it was agreed that lots purchased between July 1, 1980 and July 1, 2016 would not be charged this fee. Members thought this should get deposited into a fund for the cemetery. The Perpetual Care fund was discussed and noted that a portion does go into a separate maintenance fund, which has a little more spending flexibility.

Motion: Tasker made a motion to adopt the accommodation fee of \$150 for lots purchased prior to July 1, 1980 and after July 1, 2016.

Second: Marggraf seconded the motion

Vote: U/A

The proposed rates mentioned above were entered onto a spreadsheet, along with comments and current rates, and emailed to members after the last meeting. Sirois explained that a few unresolved rates from the last meeting – such as disinterments, infant and child burials – had been updated and some proposed rates were tweaked to make consistent with other formulas.

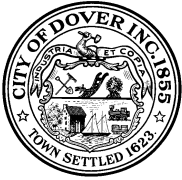
Motion: Tasker made a motion to approve the updated fees and forward the list to appropriate parties as a recommendation of the Cemetery Board.

Second: Marggraf seconded the motion

Vote: U/A

5. NEW BUSINESS: Members discussed the Perpetual Care fund again and whether funds, such as those received from the proposed accommodation fee, could be diverted into something more useful. Marggraf mentioned it had been awhile since he's seen the numbers for the PC account, but recalled it was a significant amount. A maintenance fund had already been set up for that purpose. Sirois will look into it more and get the name of that account.

The formation of a scattering area was brought up. Sirois had recently seen a structure that contained a common holding area where people pay to deposit ashes of their loved ones and have their name engraved onto a plaque. Some ideas and locations were suggested but members agreed the topic should be tabled for another meeting.



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6. ADJOURNMENT:

Motion: Marggraf made a motion to adjourn at 8:07 PM

Second: Haley seconded the motion

Vote: U/A

Next Meeting: Tuesday, April 12, 2016