

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, May 10, 2016**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

MEMBERS PRESENT: Grover Tasker – Chair, Rob Marggraf – Vice-Chair, Martha Haley (Alternate), Robert Lucier (Alternate)

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

MEMBERS ABSENT: Belinda Labourdette – Secretary, JoAnn Rohde, Scott MacKenzie

1. CALL TO ORDER: Chairman Tasker called the meeting to order at 7:09 PM.

2. APPROVAL OF MINUTES: The minutes were reviewed for the April 12, 2016 meeting.

Motion: Marggraf made a motion to accept the minutes.

Second: Haley seconded the motion

Vote: U/A

3. CEMETERY STAFF UPDATES: Sirois presented the staff updates, reporting 10 burials during the month of April (4 regular and 6 cremations) and a total of 11 graves sold. Employees have been busy with Memorial Day preparations and spring cleanup. Winter burial sites were repaired, as well as some other graves that needed attention. A large group of volunteers from Liberty Mutual helped clean up around PHC, which was a huge help since we're still short-handed and are having a hard time finding seasonal employees. The Public Works Department has offered to help out as much as possible. Two Dogwood trees were donated to the cemetery by the Forbes and Perry families, and both planted by the columbarium. The cemetery office has remained busy with a number of daily requests. In addition to the graves sales already reported, several other contracts were also initiated or reissued to replace outdated ones.

Marggraf inquired about the feasibility of going through a temporary staffing agency. Sirois could use them if needed, but it is more costly and she hadn't had the best luck with them in the past. She will be contacting the Vocational Department at the high school to see if they have any students who might be interested.

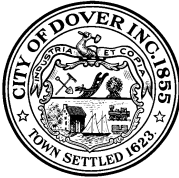
Motion: Marggraf made a motion to accept the report.

Second: Lucier seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:

- A. Cemetery Capital Reserve Fund – Update on Meeting with City Manager:** Sirois, Tasker and Lucier met with the City Manager (Mike Joyal) and Finance Director (Dan Lynch) on April 27th to discuss the Cemetery Capital Reserve Fund and whether additional monies collected



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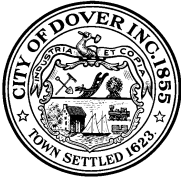
from the new fees could go into that account. Lucier thought the meeting went well, he found it very informative and felt that Mr. Joyal was receptive to the ideas and suggestions they provided. As of December 31, 2015, the Cemetery Capital Reserve Fund balance was \$96,793 (\$225 from the sale of each grave currently goes into that account). The original perpetual care fund had a principle of \$1,254,000 with an income of \$89,534, and the new perpetual care fund (General Cemetery Maintenance) had a principle of \$517,120 with an income of \$15,202. The perpetual care portion (currently \$425 from the sale of each grave) is split between the two accounts. The original fund was set up a number of years ago when the needs of the cemetery were a lot different. The new fund was created to include additional uses and is less restrictive. The chapel restoration project had been in the CIP for this year but was postponed again. By 2021, it's expected that \$550,000 will be allocated for the chapel restoration and other cemetery improvements. Adding a second columbarium was also discussed. The City Manager suggested putting it in the budget to be taken out of the FY2018 capital reserve. It was noted that the board has been doing its part to seek other sources of revenue, such as submitting the new price list that was based off the cost study performed, as well as going back through old contracts and collecting on several unpaid graves. The fee schedule was submitted for council approval, with everything except the accommodation fee. The Finance Director was asked if the percentage that's split into perpetual care could be changed. Currently, 65.4% goes into perpetual care and the rest goes into the Cemetery Capital Reserve Fund. He thought a 60/40 split would be a good balance. Sirois brought up a few other interests during the meeting, such as computerizing archives and creating electronic maps of the cemetery. Mr. Joyal would like to utilize the existing VueWorks program since it should be capable of achieving what we need. The City recently created an asset management position. This employee will initially be assigned to specific projects, but may be able to assist us in the future.

- B. Accommodation Fee – Review/Approve Suggested Language & Add Item to Proposed Rate Recommendations:** Moisan and Sirois presented the following suggested language for the newly proposed accommodation fee: "An accommodation fee is a surcharge which allows one additional interment to be made in a grave that was originally intended for the use of one interment. This fee applies to graves that are re-opened for a second interment in any lot purchased prior to July 1, 1980 and after June 30, 2016. Lots purchased between July 1, 1980 and June 30, 2016 shall be exempt. Cemetery rules allow a maximum of one full (casket) and one cremation burial, **or** two cremation burials, per standard grave. This surcharge is in addition to the regular burial fees." Moisan also updated the proposed fee schedule to include the Accommodation Fee (Second Interment Right) of \$150 and noted the purpose.

Motion: Marggraf motioned to approve the language for the accommodation fee.

Second: Haley seconded the motion

Vote: U/A



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5. NEW BUSINESS: None

6. ADJOURNMENT:

Motion: Marggraf made a motion to adjourn at 7:52 PM

Second: Lucier seconded the motion

Vote: U/A

DRAFT

Next Meeting: Tuesday, June 14, 2016