

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 20, 2016**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

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

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

MEMBERS ABSENT: Martha Haley (Alternate), Vice-Chair - Rob Marggraf, Robert Lucier (Alternate)

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

2. APPROVAL OF MINUTES: The minutes were reviewed for the June 14, 2016 meeting.

Motion: Rohde made a motion to accept the minutes.

Second: Tasker 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 24 burials in June, July & August (6 full and 18 cremations) and 27 graves and 4 cremation spaces sold in that same timeframe. Grave sales are more than double this time last year. This is attributed to Moisan's efforts to clean up contracts and alert interested parties that rates were going up.

Moisan and Sirois met with the city attorney to discuss lot ownership disputes and the extent of the department's responsibility to assist the families involved. Once the department has provided the information that is available in our records, the parties will need to look to the courts to settle any disagreements.

It was noted that the seasonal crew working for the department this summer was exceptional. Those involved have all left for school, leaving the department short staffed again. Heavy winds took down large leaders in Section 4 and on North Ave, causing damage to an abutting fence. Another tree fell between Groups 1 & 2, taking down power lines and the pole. EverSource repaired the lines and installed a new pole. Five monuments were reset after being knocked off their bases. Urban Tree is looking after cleaning up the trees and still has some wood to retrieve.

Letters were mailed to the monument dealers regarding the October cut-off date for pouring foundations.

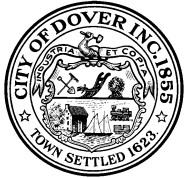
Motion: Labourdette made a motion to accept the report.

Second: Rohde seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:

- A. Updates on Proposed Rate Recommendations** – Recommendations were accepted by the City Council. Tasker was on hand to answer any questions. The Council would have preferred to see the rate increases coincide with the budget and questioned the timing. Tasker clarified that we had prepared our recommendations in time to be considered with the budget.



Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 20, 2016**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

5. NEW BUSINESS: Sirois and Tasker attended the interviews with the two candidates identified by the city to prepare the Master Plan for the cemetery. The Board listened to the information provided and reviewed the candidates presentation materials along with a comparison sheet prepared by Ann Legere. Subsequent to the discussion, a motion was called to inform the city manager that based on the information brought before the Board, the Board supports moving forward with the Mitchell group for the creation of the Cemetery Master Plan.

Motion: Labourdette made motion to move forward with the Mitchell group.

Second: Rohde seconded the motion

Vote: U/A

The Board discussed requests for burials located in the following older abandoned family cemeteries that the city maintains: Roberts (a.k.a. First Settlers), Pinkham and Austin-Tuttle. There are no documents that identify the locations of the graves in these cemeteries and no resources to verify who would qualify to be buried in these family plots. The city took over the maintenance for these sites after years of neglect and there were no perpetual care fees ever paid. Based on these considerations and the recommendations of staff, the board agreed that the Austin-Tuttle, Pinkham and Roberts burial sites should be closed.

Motion: Rohde made motion to close the Austin-Tuttle, Pinkham and Roberts burial sites.

Second: Labourdette seconded the motion

Vote: U/A

6. ADJOURNMENT:

Motion: Tasker made a motion to adjourn at 7:45 PM

Second: Labourdette seconded the motion

Vote: U/A

*Next Meeting: Tuesday, November 15, 2016
(Rescheduled from November 8th due to elections)*