

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, November 15, 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, Belinda Labourdette – Secretary, Martha Haley

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

GUEST PRESENT: Sashi Misner

MEMBERS ABSENT: JoAnn Rohde

1. CALL TO ORDER: Chairman Tasker called the meeting to order at 7:00 PM.

2. APPROVAL OF MINUTES: The minutes were reviewed for the September 20, 2016 meeting.

Motion: Haley made a motion to accept the minutes.

Second: Marggraf 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 20 burials in September and October (12 full and 8 cremations) and 5 graves and 2 cremation spaces sold in that same timeframe. It was noted that there are seven open contracts and that the month of October saw the largest number of full burials in a single month since May 2009.

Mowing ended at the beginning of November. Foundation pouring was completed for the season. The water was turned and the system winterized throughout the cemetery. Five trees: two pear, 2 red oaks and a maple, were planted in October. The first four in section 25 and the last, donated by Dr. Adams in memory of his wife, was planted in section 8.

Leaf cleanup and marker installations continue as weather permits. Marker posts are scheduled to be installed near spigots, corner lots and other areas that pose a hazard for plowing.

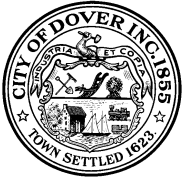
Two seasonal workers were hired. However, the department was informed that the hours these workers are able to log in a week must fall below 30. In the past, the hours of work were averaged over a longer span of time affording the department more assistance during hectic periods. The department continues to struggle to keep up with the demands of both the cemetery and F&G requests.

Winter burial rates take effect on December 1st and continue through the end of March.

Motion: Labourdette made a motion to accept the report.

Second: Rohde seconded the motion

Vote: U/A



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4. UNFINISHED BUSINESS:

- A. Cemetery Master Plan updates** – Misner explained that she was currently in the fact finding phase, collecting information about the current state of the cemetery and any projects that the board and staff would like to see incorporated over the next five years. Comments would be collected and the board would have the opportunity to review the finished product before it is submitted to the council.

Chairman Tasker commended the work of Sirois and her department maintaining the cemetery. Their efforts reflect well on the city. That said, the board felt that there were a number of items they would like to see addressed including: tree management and replacement, stump grinding, road maintenance, lawn maintenance, chapel restoration, plans for the expansion of the columbarium area, software for cataloging the burial records and allowing easier access to the public and addressing the dilapidated condition of the cemetery garage facility.

The board confirmed that the cemetery is open to the public during daylight hours and provides a peaceful open space for walking. However, the cemetery is the final resting place for loved ones and as such it is set apart from the recreational spaces maintained by the city. To protect the property, dogs and unaccompanied minors are not allowed.

Misner will be touring the facility and hearing more from the staff regarding maintenance concerns on Tuesday. She asked about a “Friends of the Cemetery” group. Although there is nothing in existence, the board was interested in the idea and will discuss further.

The board thanked Misner for her visit and look forward to hearing from her again.

5. NEW BUSINESS:

- A. Resignation of Robert Lucier, Alternate Member** – Moisan informed the board of Mr. Lucier’s decision and the board, while disappointed, wishes Mr. Lucier well.
- B. Inquiry from Councilor Greenshields regarding rule prohibiting dogs and unattended children in the cemetery** – Tasker reported that he has left Councilor Greenshields a message to discuss the matter and invited her to the meeting but to date there has been no response.

6. ADJOURNMENT:

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

Second: Marggraf seconded the motion

Vote: U/A

Next Meeting: Tuesday, February 21, 2017