

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, April 11, 2017**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

MEMBERS PRESENT: Grover Tasker – Chair, Belinda Labourdette – Secretary, Sean Greenlaw, JoAnn Rohde & Martha Haley

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

GUESTS PRESENT: Susan Kelsch & Bob Metcalf

MEMBERS ABSENT: Rob Marggraf

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 February 21, 2017 meeting.

Motion: Haley made a motion to accept the minutes.

Second: Greenlaw 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 February, March and April, so far, all full burials and 4 graves sold in that same timeframe. Moisan has only 8 open contracts left that she is discussing with families.

The cemetery crew assisted Public Works with plowing, sand/salt and snow removal operations throughout the city as well as the cemetery roads. Branches and debris resulting from strong winds have been picked up throughout the cemetery. Urban Tree removed a tree on Avenue M. Spring projects are under way as well as a number of field and ground tasks such as installing tennis nets and preparing baseball fields. The high school will be using the baseball fields on Shaws Lane until the new high school construction is complete and the fields have been relocated, likely 4yrs. The school will be providing additional mowing, field lining and improving the infield with 90 tons of special soil to bring the fields up to Division 1 standard.

Foundation orders from monument companies have been placed. Letters went out today to remind everyone to get their orders in so there will be enough time to prep, pour and complete foundations before Memorial Day.

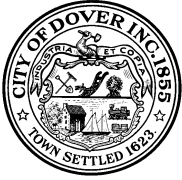
Sirois and Moisan will be attending the NHCA's annual spring meeting tomorrow, April 12th in Manchester. One topic of interest is the use of ground penetrating radar for cemetery investigations.

Motion: Labourdette made a motion to accept the report.

Second: Haley seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:



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- A. **Cemetery Master Plan updates** – Bob Metcalf of Mitchell Associates, the firm preparing the Cemetery Master Plan, presented the current version of the cemetery master plan that is almost completed. Included in the plans are improvements to the main entrance along Central Avenue to improve drainage, grading sidewalk access and signage. Improvements for signage throughout the cemetery with the possibility of historical information being posted along the outer walls of the tomb which will continue to be used for storage. Metcalf noted that their research indicates that Pine Hill Cemetery predates Mt. Auburn cemetery in MA. This might be a point of historical significance that could be capitalized on for support of the cemetery.

The rear entrance to the older portion and corresponding entrance to the new section are recommended to be marked in such a way to clearly identify they are two parts of a whole.

The Chapel is recommended for restoration to its original intended purpose. The offices would be relocated to a new facilities building located in the East Section. The current facilities building would be torn down and the area reclaimed for burials.

Parking areas throughout the cemetery would be clearly defined. Some roads will be paved and other, less-traveled roads are recommended to be graded and resurfaced with reclaimed gravel. Historical vegetation options have been provided for future plantings throughout. Rohde suggested plaques to identify the tree species throughout would be of interest. Members suggested this might be a project for a volunteer organization such as the scouts or UNH students.

There was some discussion about defining a scattering area although the question remains as to how those buried would be identified and recorded. There is the possibility of a wetlands area that might limit the expansion of the cemetery or that could be used for the scattering area but this will require further investigation when the time comes. Recommendations were made for the abandoned private cemeteries that the city maintains and software to provide easier public access to records for those interested in genealogy or historical research.

The Board's suggestions will be incorporated and a link to the final version will be provided to the members for review.

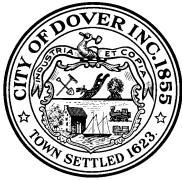
5. NEW BUSINESS: There was no new business.

6. ADJOURNMENT:

Motion: Rohde made a motion to adjourn at 8:21 PM

Second: Labourdette seconded the motion

Vote: U/A



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Next Meeting: Tuesday, May 9, 2017

DRAFT