

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, June 13, 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, Rob Marggraf, Sean Greenlaw, JoAnn Rohde, Martha Haley & Robert Lucier.

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

GUESTS PRESENT: Susan Kelsch

1. CALL TO ORDER: Chairman Tasker called the meeting to order at 7:04 PM.

2. APPROVAL OF MINUTES: The minutes were reviewed for the April 11, 2017 meeting.

Motion: Haley made a motion to accept the minutes.

Second: Marggraf seconded the motion

Vote: U/A

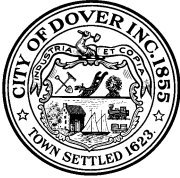
3. CEMETERY STAFF UPDATES: Sirois read the staff updates and reported on the number of burials and graves sold since the last meeting. There were 18 burials in April and May including 10 cremations and 1 inurnment. Seven graves were sold in that same timeframe. Moisan reported there are several open contracts but expects a few will be closed soon.

The cemetery crew worked hard and long hours, including some of the returning seasonal workers and city staff, to get the cemetery ready for Memorial Day. Amidst the rains they mowed, mulched, weeded, and removed debris as well as prohibited and seasonal decorations. (Sirois and Moisan fielded some complaints about the removal of prohibited decorations. These are kept at the cemetery office for families to claim.) A new maple tree was planted behind the mausoleums. Graves from winter burials were loamed and seeded. Sixteen markers were set, four were reset and eight foundations were poured. The annual delivery of flower baskets to the cemetery was received and each arrangement was placed on the appropriate site by the cemetery crew. Flags were lowered for Memorial Day weekend to honor all who gave their lives in service to our country.

Although the Veterans Council canceled the Memorial Day ceremony scheduled for May 29th due to weather, the cemetery was ready and received many compliments.

Sirois arranged to have AJ Dupere from the NH Division of Forests & Lands present to the cemetery crew on tree care. He explained how to properly plant and identify issues. There were some new issues identified during the talk that the cemetery was not aware of previously. Tasker suggested sending a thank you card and Sirois agreed.

The geraniums that were planted in the urns by the East Watson Street entrance and next to the cannons were both removed without permission. The incident was reported to the police and increased patrols have been requested to avoid any further theft or vandalism.



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The cemetery crew along with maintaining the cemetery will be helping with the downtown and getting parks ready before the July 4th holiday. Some trees that need to be replaced will likely wait until fall to ensure the most successful outcome.

Motion: Labourdette made a motion to accept the report.

Second: Rohde seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:

- A. **Cemetery Master Plan updates** – Bob Metcalf of Mitchell Associates, the firm preparing the cemetery Master Plan dropped off a copy of the updated version a half hour prior to the meeting. Sirois will review with Christopher Parker, Planning Director & Assistant City Manager, and then make available to the Board.

The Board discussed project priorities briefly. Preventing further Chapel deterioration is of greatest concern. Sirois confirmed that there was no room at the Building facility for even temporary storage of cemetery machinery and tools. Funding for the proposed new facility should be included in the Facility and Grounds budget as equipment and staff support the maintenance of the city at large.

5. NEW BUSINESS: Sirois reported that the City Manager is making a final decision on the new Community Services Director after interviewing several candidates. Until then the position remains open after the retirement of Doug Steele.

Tasker presented a request on behalf of the Woodman Institute for the use of the cemetery October 14th and 15th for the guided walking tour. The tour has been conducted successfully several times with the chapel being used by the actors and support staff for breaks. Sirois was in agreement.

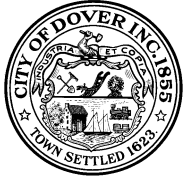
Motion: Haley made a motion to allow the Woodman Institute use of the cemetery for their tour.

Second: Marggraf seconded the motion

Vote: U/A

Lucier inquired if the city had a Tree Warden. Sirois reported that we do not. She works with Urban Tree to maintain the city trees and welcomes citizen reports to stay on top of trees needing attention. The budget for tree work is small. There is a UNH intern that might be tasked with doing a citywide tree inventory. Urban Tree has provided a list of suitable trees for various city environments, those that are slow growing, minimally intrusive root systems and low or high canopies as the situation warrants. The city attempts to replace trees as they fail.

Rohde shared with the Board pictures of a cemetery in Germany taken on a recent visit. She explained that there family plots are leased and maintenance is privately funded. The system results in elaborate, well maintained gardens. Some family plots included statues and some had flat markers.



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6. ADJOURNMENT:

Motion: Haley made a motion to adjourn at 7:53 PM

Second: Rohde seconded the motion

Vote: U/A

DRAFT

Next Meeting: Tuesday, September 12, 2017