

Meeting Type:	Special Meeting (Regular Meeting Rescheduled)
Meeting Location:	Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date:	Tuesday, September 19, 2017
Meeting Time:	7:00 PM (Meetings 2 nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

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

STAFF PRESENT: Sharon Sirois – Facilities, Grounds & Cemetery Superintendent

MEMBERS ABSENT: Rob Marggraf & Sean Greenlaw

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 June 13, 2017 meeting.

Motion: Haley made a motion to accept the minutes.

Second: Rohde 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 25 burials in June, July & August, 5 full and 20 cremations. There were 17 regular graves sold in that same timeframe.

The cemetery crew has been busy with mowing, maintenance and cleanup throughout the cemetery as well as the maintenance throughout the city. The seasonal employees returned to school by the end of August. Staff noted that it was a good group and their efforts were appreciated.

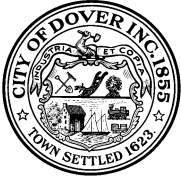
The American Legion donated a flagpole and it has been installed between one of the older veteran lots and the fire fighter's area. The pole has many features that will ensure it wears well. A dedication ceremony is expected to take place on Veterans Day.

Several monuments were reset in the older sections that had been leaning or fallen over. Markers have been installed as they arrive. The last monument foundations for the season will be poured next month. Letters will be mailed to local monument dealers to remind them to submit their orders prior to the deadline.

Some of the older contracts were paid and closed. Sales have been consistent with prior years with a slight increase in 2016 prior to the price increase. There have been no complaints related to pricing.

Moisan has been assisting the Woodman Museum locate graves in preparation for the upcoming Night at the Museum tours through Pine Hill Cemetery, October 14th & 15th.

Roland Hofemann, former Board member, passed away in August. His service to the city on this board and others is appreciated. Mr. Tasker attended his service and expressed the Board's condolences to the family.



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Sirois reported that complaints related to conforming decorations have died off. Tasker noted that Pine Hill is well maintained and this is a selling feature.

Motion: Haley made a motion to accept the report.

Second: Labourdette seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:

- A. **Cemetery Master Plan updates** – The Master Plan is expected to be finalized in November. Christopher Parker, City Planner, made some helpful recommendations after reviewing the cemetery section. These required a change to the scope of work delaying the finish. Sirois noted that Mitchell Associates has done a good job incorporating the various concerns of the department. She noted that some of the items included in this section are in support of the department's larger charge, that of maintenance for all facilities and grounds. With this in mind she suggested and the Board agreed that the Master Plan chapter heading be changed from Cemetery only to Facilities, Grounds and Cemeteries.

The Board expressed concern that projects such as the Ricker Chapel restoration and new space for the Facilities & Ground equipment and personnel could not wait until 2021. Sirois reported that Trust fund monies have allowed for paving and tree restoration projects to move forward. Self-propelled walk-behind mowers that no longer met safety regulations were replaced with Zero Turning Radius (ZTR) mowers earlier this year. There are concerns with the age and condition of some vehicles but their replacement is controlled by Fleet Services.

5. NEW BUSINESS: Sirois and Moisan were pleased to meet with the new Director, John Storer, and share suggestions for improving efficiencies within the department.

Sirois is working on drafting language to clarify maintenance and family responsibilities related to personal columbariums and mausoleums in the cemetery that once reviewed by the Board will be submitted to the Council as an addendum to the Cemetery Rules.

6. ADJOURNMENT:

Motion: Labourdette made a motion to adjourn at 7:49 PM

Second: Haley seconded the motion

Vote: U/A

Next Meeting: Tuesday, November 14, 2017