

Meeting Type: Regular Meeting  
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, February 13, 2018**  
Meeting Time: **7:00 PM**  
(Meetings 2<sup>nd</sup> Tues of month: Feb., Apr., May, June, Sept. & Nov.)

**MEMBERS PRESENT:** Grover Tasker – Chair, Belinda Labourdette – Secretary, Rob Marggraf – Vice Chair, Sean Greenlaw & Martha Haley

**STAFF PRESENT:** Meghan Moisan – Administrative Coordinator

**Excused:** Sharon Sirois, JoAnn Rohde & Robert Lucier

**1. CALL TO ORDER:** Chairman Tasker called the meeting to order at 7:02 PM.

**2. APPROVAL OF MINUTES:** The minutes were reviewed for the September 19, 2017 meeting.

**Motion:** Marggraf made a motion to accept the minutes.

**Second:** Haley seconded the motion

**Vote:** U/A

**3. Election of Officers:** Nominations were made as follows:

Grover Tasker Chair

Nominated by Marggraf and seconded by Labourdette

Belinda Labourdette Secretary

Nominated by Haley and seconded by Marggraf

Rob Marggraf Vice Chair

Nominated by Labourdette and seconded by Haley

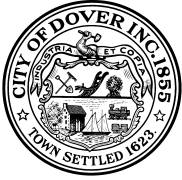
**Motion:** Marggraf made a motion to accept the slate as presented.

**Second:** Haley seconded the motion

**Vote:** U/A

**4. CEMETERY STAFF UPDATES:** Moisan read the staff updates and reported on the number of burials and graves sold since the last meeting. There were 24 burials in September, October, November and December including 15 cremations. Fourteen graves and six cremation spaces were sold in that same timeframe. A total of 50 graves were sold in 2017 and 78 burials performed. These numbers are down from 2016 but consistent with prior years. Four burials and three graves were sold last month.

The cemetery crew was busy with grounds cleanup well into November. They poured 17 foundations and installed markers until the ground froze near the end of November. The 5<sup>th</sup> Annual Night at the Woodman Museum event took place in Pine Hill Cemetery on October 14<sup>th</sup> & 15<sup>th</sup>. The American Legion hosted a dedication ceremony on Veterans Day in front of the recently donated flagpole and honorary marker for Jim Parcell at the old veterans' lot in Section 4. The crew has stayed busy within the cemetery and assisting Public Works with plowing, sand/salt and snow removal operations throughout the city. Routine mower and equipment maintenance has been ongoing. Five seasonal workers came back on school break and were very helpful completing tasks.



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**Motion:** Marggraf made a motion to accept the report.

**Second:** Haley seconded the motion

**Vote:** U/A

#### **4. UNFINISHED BUSINESS:**

- A. **Cemetery Master Plan updates** – Moisan presented the update prepared by Sirois. The plan has been reviewed for the final time and will be presented at the next Council meeting in April. The plan will not be included in the City's strategic plan at this time as this was not part of the scope of work contracted with Mitchell and Associates. Doing so would have required additional resources and the cooperation of the Planning office which have not been forthcoming. Additional planning regarding budgeting and creating CIP projects will be part of the next phase.

The Board discussed how to assist Sirois and ensure Cemetery projects are given the attention and finances they require to preserve and protect the City's assets. They determined to ask Sirois how they might best assist by inquiring via email:

What is the timeline for the cemetery budget?

Would it be possible for the Board to see a copy of the proposed budget?

What items can we advocate for? Would that be helpful?

When will the council be reviewing the Community Services Budget?

The Board is open to holding a Special meeting in March to discuss.

**5. NEW BUSINESS:** There was no new business.

#### **6. ADJOURNMENT:**

**Motion:** Labourdette made a motion to adjourn at 7:30 PM

**Second:** Haley seconded the motion

**Vote:** U/A

*Next Meeting: Tuesday, April 10, 2018*