

Meeting Type: Special Meeting
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, March 20, 2018**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

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

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

Excused: Rob Marggraf, Sean Greenlaw & Robert Lucier

Guest Present: Christopher Parker - Assistant City Manager: Director of Planning and Strategic Initiatives

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 13, 2018 meeting.

Motion: Haley made a motion to accept the minutes.

Second: Rohde seconded the motion

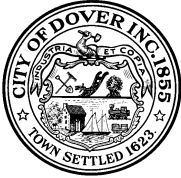
Vote: U/A

3. UNFINISHED BUSINESS: Cemetery Master Plan Updates – Discuss Budget Concerns

The Board thanked Mr. Parker for attending the meeting. Mr. Parker addressed the following:

- A. Creation of a new Veterans memorial at the McConnell center rather than improving the cemetery location
 - a. Created to honor all veterans who have served or are serving
 - b. Utilize for Veterans day ceremonies
 - c. Location provides greater visibility
 - d. Pine Hill Veteran's Circle commemorates those who have passed
 - e. Pine Hill Veteran's Circle is utilized on Memorial day
- B. Chapel restoration
 - a. Monies are being set aside in the Capital Reserve Fund; \$125,000 since 2017 scheduled to be utilized in 2021 for a full renovation of the building and surrounding landscape/hardscape.
 - b. Two years have been set aside so far
 - c. These monies could be utilized before 2021 via a phased project approach
 - d. Acknowledged that there is a maintenance curve associated with building repairs such that delay could increase the expense of the project

There was a discussion by members of the Board with Mr. Parker regarding why the City Council has not addressed the need for chapel repairs. Mr. Parker stated that no numbers for costs have been provided. Labourdette countered that there indeed had been cost estimates procured in the past with no action taken by the Council to address the repairs.



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C. Road and tree maintenance

- a. For the previous two years \$25,000 has been allocated for road work and \$5,000 for trees
- b. These monies were not allocated for the current budget in anticipation of the Master Plan
- c. Recommended maintaining a rolling budget for these items

D. Barn replacement

- a. The new facility would fall under Facility & Grounds budget since it supports the general city
- b. The project will need to be bonded due to the anticipated project cost
- c. Currently scheduled for 2024 and likely will not be bumped up
- d. The city policy is to balance our debt service, as expenditure are made an equivalent amount of debt is retired

E. Mr. Parker's suggestions for how the Board could best advocate for these projects

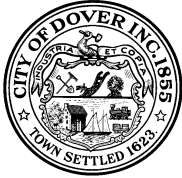
- a. Identify and prioritize projects for Sharon to escalate to Mr. Storer & Mr. Parker
- b. Prepare a letter for the Council to be read at public hearing and/or have Board rep there
- c. General time frame for expressing input May or June for October 1st CIP
- d. Deadline for Operating budget is December

6. ADJOURNMENT:

Motion: Haley made a motion to adjourn at 7:30 PM

Second: Labourdette seconded the motion

Vote: U/A



CEMETERY BOARD - MINUTES

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Next Meeting: Tuesday, April 10, 2018