

Meeting Type: Regular Meeting  
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, April 10, 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, 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:** Susan Kelsch

**1. CALL TO ORDER:** Chairman Tasker called the meeting to order at 7:08 PM.

**2. APPROVAL OF MINUTES:** The minutes were reviewed for the March 20, 2018 special meeting.

**Motion:** Haley made a motion to accept the minutes with the following amendment: 'Amend the minutes to reflect the discussion by members of the Cemetery Board with Mr. Parker regarding the question of 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 been cost estimates procured in the past with no action taken by the Council to address the repairs'.

**Second:** Rohde seconded the motion

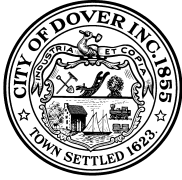
**Vote:** U/A

**3. CEMETERY STAFF UPDATES:** Crews did a great job keeping walkways and doorways open during the winter events with March being particularly busy. Several trees have been pruned or removed in the cemetery including a large maple in Group 24. Cleanup has begun with branches and debris as well as some of the oldest decorations being removed along with turf repairs. Foot markers were installed and monument orders are starting to come in for the spring foundation pour next month. There were 6 burials and 4 graves sold January through March. These numbers are expected to increase with the warmer weather. An additional 2 burials and 4 graves have already sold in April, with a disinterment scheduled this week. The division remains short staffed. Hiring seasonal employees has been difficult. The positions are \$10-\$11 for 40 hour weeks for 6 months only, no benefits. The return of college students should help. Moisan and Sirois attended the spring NH Cemetery Association meeting in Manchester on April 4<sup>th</sup>. They found the meeting helpful, hearing how other cemeteries handle different scenarios. Sirois noted that there are not many cemeteries offering winter burials and there is legislation coming up related to the use of cemetery trust funds.

Tasker commended staff for having the site of a recent burial cleaned up and the veterans marker installed. The family was quite pleased. Sirois will pass along the praise to the crew.

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

Tasker began by highlighting top concerns: chapel repairs, reinstating the \$30,000 budget line item for road repairs (\$25k) and tree work (\$5k), and the 2024 time line for the barn replacement.



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Rohde noted that she understood monies were available now to begin work on the chapel. There was general discussion about the amount that would be available (\$125,000 vs \$250,000) and if utilizing these monies from the Capital Improvement Projects fund would have any impact on budget discussions.

Labourdette shared that based on a conversation with the City Clerk it would be important for the Board to make any recommendations to the Community Services Director, City Planner, City Manager and City Council before the budget meeting on April 25<sup>th</sup>.

Sirois stated that she would prioritize the tower as a starting point and explained that to begin the city would go out to bid for an engineering firm although the city might be pursuing a firm to have on retainer for all of the city projects which could improve the timeline. The engineering firm would review the project and put together a scope of work, and then a bid would be put out for the work. Rohde was most concerned about the foundation. It was noted that the roof repairs had not hit the critical point and some could be addressed in house. Sirois mentioned that the recommendation had been made to replace the 100 year old slate roof. Rohde shared that the Dover Episcopal Church recently had repairs made to sections of its 100 year old slate roof and that might be an option here.

The Board discussed the funds for road work and trees that the cemetery has utilized in the past. These monies would allow progress to continue with repairs made around the Chapel, North Avenue and South Avenue as well as continued tree work.

The Board discussed the condition of the Barn which was cited by the Department of Labor for safety violations. These have been addressed but the facility is still lacking. However, it is conveniently located to support the cemetery, parks and North End maintenance.

The Board decided that a letter would be drafted to bring before the City Council with recommendations to begin to address Chapel repairs to the extent available monies allow, reinstate the \$30,000 line item for road repairs and tree work to the budget and highlight the condition of the Facilities and Grounds facility. The letter would be drafted by Labourdette and sent to the Board for final review before being forwarded.

## 5. ADJOURNMENT:

**Motion:** Haley made a motion to adjourn at 8:30 PM

**Second:** Rohde seconded the motion

**Vote:** U/A

*Next Meeting: Tuesday, May 8, 2018*