

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, June 26, 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 & Susan Kelsch

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

Excused: Rob Marggraf, Sean Greenlaw & JoAnn Rohde

Guest: Dan Lynch – Finance Director

1. CALL TO ORDER: Chairman Tasker called the meeting to order at 7:05 PM.

2. APPROVAL OF MINUTES: The minutes were reviewed for the May 8, 2018 meeting.

Motion: Haley made a motion to accept the minutes

Second: Labourdette seconded the motion

Vote: U/A

3. CEMETERY STAFF UPDATES: Employees remained busy with spring cleanup and Memorial Day preparations. Most of the seasonal crew returned in May, a big help with Memorial Day. Six foundations were poured and 15 markers set before Memorial Day. The Veteran's Circle flower bed was planted with geraniums and petunias and rotting timbers were removed. Staff set up for the Memorial Day ceremony arranged by the Disabled American Veterans group in Dover. The ceremony took place on May 28th at 6pm.

There were 14 burials in May (3 full and 11 cremations) and 5 full graves sold. June hasn't slowed down, with a total of 15 burials (6 full and 9 cremation) and 7 full graves sold so far. New lots were delineated in three different areas in the cemetery. The tagging and removal of prohibited items has been ongoing. A few overgrown bushes were removed, per the request of the adjoining lot owners. Employees spent nearly three days cleaning up and removing two large pine trees that had fallen by Roberts Cemetery. Fortunately, they were outside the fence and no stones were damaged.

Motion: Labourdette made a motion to accept the cemetery staff updates

Second: Haley seconded the motion

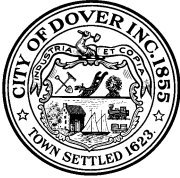
Vote: U/A

4. UNFINISHED BUSINESS:

A. Budget Priorities for Cemetery Master Plan

a. Lynch explained the funds associated with the cemetery and addressed questions regarding the use of the funds:

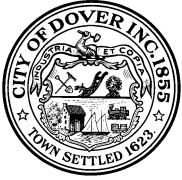
- i. There are 22 Cemetery Trust Funds. 21 of them have principal balances that generate income to be used for the purposes stated by each trust; flowers, monument repairs, perpetual care and cemetery maintenance.



CEMETERY BOARD - MINUTES

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- ii. There is a Board of Trustees consisting of Dan Lynch, Don Cichon, James Brannen, David Dupont and Michael Murphy. Each member has a different financial expertise. They are entrusted to secure the trust, create income to provide for the bequests of each trust and balance fees.
- iii. The FY2018 budget contains a transfer of \$40,000 from the General Cemetery Maintenance and Perpetual Care trust fund income portions to the operating budget for those expenditures that fall under their intended use. This has been part of previous budgets.
- iv. There is documentation identifying the intended use for each of the Trusts that resides in the finance office. The documents were scanned by a volunteer and are available for viewing on a city system that Lynch will be sure the department can see.
- v. Every year the city submits an MS9, Report of Trust, and MS10, Report of Trust Investments, to the State. Supporting documents are part of these reports.
- vi. The fees that are taken in for the sale of graves, etc. are currently divided between the General Cemetery Maintenance trust fund and the Cemetery Maintenance Reserve fund. The Cemetery Maintenance Reserve fund was used to purchase the columbarium.
- vii. The Cemetery Maintenance Reserve fund balance stands at \$266,897 which includes the \$125,000 transfers as adopted by the City Council in the FY2017 & FY2018 budgets. This same transfer was included in the adopted FY2019 budget in support of the proposed Chapel restoration Capital Improvement Project identified in the recently completed Cemetery Master Plan for FY2021.
- viii. There is a second proposed Capital Improvement Program identified for FY2024 for Cemetery Improvements in the amount of \$550,000, likely for the new Cemetery Facility Building also identified in the Cemetery Master Plan.
- ix. To use monies in the Cemetery Maintenance Reserve fund they must be appropriated. Appropriations begin with a Capital Improvement Project (CIP) request from the responsible department that is reviewed by the Planning Department. If it correlates with the City Master Plan, budgetary requirements are passed to the Finance Department for review of the funding requirements. CIP projects can be funded three ways: a 6yr authorization, bonding or non-debt financing. The Chapel CIP would fall under this last. The Finance Department refers CIP projects to the City Manager with funding recommendations. The City Manager then recommends to the City Council. The process generally begins in July progressing to the City Council early fall for approval in December.
- x. There is currently \$7,124.37 available in Cemetery Improvement appropriations that could be used to finance the preparation of budgetary figures for the restoration. Sirois has spoken to the firm that put together the Master Plan, Building Envelope Specialists, and they are interested in this work and could chunk the project to meet the city's requirements. Lynch felt that if they were willing to maintain their rate a change order could be created and there would be no need to put a bid out for this portion of the project but suggested discussing with Ann Legere, Dover's Purchasing Agent. Sirois will confirm with her and discuss with John Storer, Community Services Director.



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B. Bus Shelter

- a. A cut-in for bus loading and unloading will be created to improve traffic flow and a low bench will be added.

C. Chapel Pews

- a. Per Library Director, Cathleen Beaudoin, the library is not interested in using the pews.

5. NEW BUSINESS:

No new business

6. ADJOURNMENT:

Motion: Labourdette made a motion to adjourn at 8:40 PM

Second: Haley seconded the motion

Vote: U/A

Next Meeting: Tuesday, September 11, 2018