

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 11, 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, Rob Marggraf, Susan Kelsch

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

MEMBERS ABSENT: Sean Greenlaw

GUEST: John Storer – Community Services Director

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 June 26, 2018 meeting.

Motion: Haley made a motion to accept the minutes

Second: Marggraf seconded the motion

Vote: U/A

Chairman Tasker called for a moment of silence in remembrance of the September 11th attacks 17 years ago

Chairman Tasker asked to deviate from the agenda to accommodate Director Storer, moving Unfinished Business ahead of Cemetery Staff Updates

3. UNFINISHED BUSINESS:

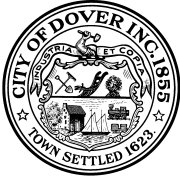
A. Update on Budget Priorities for Cemetery Master Plan – Storer informed the Board he just finished his first year as Community Services Director. There's been a lot to learn and the City moves quickly, so he's relied on help from Moisan and Sirois. He complimented Sirois and her staff for doing great work despite the lack of resources, but acknowledged the division needs additional funding.

Storer said he received a copy of the Cemetery Master Plan and has been in touch with the lead architect Scott Whitaker (of Building Envelope Specialists). He explained they have placeholders in the CIP budget for the cemetery. There's an expenditure of \$1.1 million to restore the chapel, to be phased in as follows:

- \$600,000 in FY2020
- \$300,000 in FY2021
- \$200,000 in FY2023

The first installment of \$600,000 this coming fiscal year would be used to secure the tower and loose bricks. The \$300,000 will address the buttresses, repointing, and external brickwork. In the fourth year, the \$200,000 will be used to fix the roof, gutters and flashing. The chapel should be fully restored by that time.

Storer noted there are a lot of large competing general fund projects. By 2025, there should be \$1.8 million available for the new facility offices and garage. The figure is based off the rough square footage of the building. The facility listed in the Master Plan would contain just under 12,000 square feet. Scott Whitaker suggested using



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\$350 per square foot for an estimate (approximately \$4.2 million). The City could also look into rehabbing the existing facilities, which was agreed would not be a feasible option. Storer is still trying to get estimates. He also reached out to Dave Flanagan, who came up with a \$1.63 million figure for a wood frame. That was rounded to \$1.8 million being 5 years out and he felt they should be able to complete it in the \$2 million range.

The new facility would be located on the Court Street side of the cemetery by Middle Road. The Public Works crew could do some of the site work to lower the cost. Storer spoke with the Asst. City Manager and will need to meet with the City Manager. The City Manager has the ability to change things but he isn't sure if he would.

The third line item under General Cemetery Improvements is broken into two expenditures, totaling \$550,000. The increments would be dispersed as follows:

- \$250,000 in FY2022
- \$300,000 in FY2024

The \$250,000 would address the tomb, slate repairs, flashing, repointing, reset granite steps, gutters and downspouts. Mr. Whitaker thought those repairs could wait 3 years. Then the \$300,000 would be used towards tree maintenance and paving.

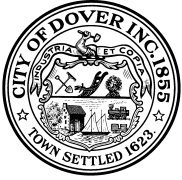
Storer informed the Board they could recommend to have the City Manager speed up this process, although new projects are typically placed 5-6 years out.

Sirois asked about the \$30,000 that had been received in past years for paving (\$25,000) and trees (\$5,000). Storer said expenditures under \$25,000 could be put into the operating budget if needed. He also noted funds were being set aside for truck replacements every 2 years so the division wouldn't keep receiving hand-me-downs. There was also a possibility of making some adjustments if any unspent funds remained at the end of the fiscal year.

Storer was asked about the next step. He said it would go to the City Manager and Finance Director where they would review affordability and look at competing demands. Storer didn't think they would cut this, noting falling bricks and overall public safety concerns. The draft will go to the city council in November or December and they would hold a public hearing. He didn't believe they had many changes on last year's CIP but should know soon what the City Manager thinks. Ultimately, it would be up to the city council. Storer suggested members reach out to councilors if they wanted. He felt council members were receptive and didn't think it could hurt.

Labourdette said they were informed by (Asst. City Manager) Chris Parker at a prior meeting there were already two disbursements of \$125,000 per year for the past two years. She asked if those funds could be used to start the process sooner. Storer believed they could utilize those funds as soon as it's approved (2020 CIP) in December. They may have to wait until July 1st but might be able to get a majority of the legwork ready. Work on the chapel could occur sometime next summer – if not, they'll probably have to barricade it.

If the \$600,000 is approved in December, the City could immediately start working with someone, such as Scott Whitaker, and have the package ready to go out to bid during the winter months. A mason or contractor could be on board by May or June to start the work.



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Tasker expressed how fortunate the City is to have such great looking cemeteries and the staff do an excellent job with the equipment they have. He said the Cemetery Board has been talking about a master plan for years and he's glad the City is finally taking action. Storer agreed, noting master plans are important and provide a guideline to phase in projects over time.

There was a brief discussion regarding future uses for the chapel, such as utilizing it for services. Members agreed having offices within the cemetery was an efficient location for both staff and families.

Motion: Marggraf motioned to move on to Cemetery Staff Updates

Second: Haley seconded the motion

Vote: U/A

4. CEMETERY STAFF UPDATES: Employees were busy this summer keeping up with mowing. Maintenance and cleanup has been ongoing. Sirois noted they had a great crew, with most of the seasonals back to college now.

Someone was found to be camping in the wooded area behind the cemetery. These camp sites are difficult to clean up, with drugs & needles being a concern. Outside contractors have been hired to clean up various spots around the city.

There were 15 burials in June, 10 in July, and 11 in August. Grave sales were above average, with 7 sold in June, 9 in July, and 11 in August. Disputes over the ownership of lots continues to be an issue. Sirois told members we try not to get involved but they can still require a lot of explanation. Moisan agreed these cases are often difficult and usually very time-consuming.

There are 8 monument foundation orders already for the fall pour. Employees have been busy with several Facilities & Grounds-related projects. Leaf pickup will be starting soon as well.

Additional discussion ensued regarding the homeless population in Dover. This is an ongoing issue that hasn't been easy to address.

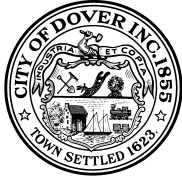
Motion: Labourdette made a motion to accept the cemetery staff updates

Second: Marggraf seconded the motion

Vote: U/A

5. NEW BUSINESS: Tasker announced the resignation of JoAnn Rohde from the Board. Labourdette thanked Rohde for her service. She was an involved member and passionate about further beautifying the cemetery.

Tasker asked if the Board could recommend an alternate member to move up. Storer will look into that. Moisan said Susan Mistretta from the City Clerk's office informed her there was at least one person on the waiting list. Mistretta tried reaching out to alternate member Sean Greenlaw but he never responded. He doesn't respond to Moisan's emails either, nor does he notify anyone if he's unable to attend. It was pointed out that he has only shown up to one of the last six meetings. Mistretta told Moisan the Board could vote to remove him. She mentioned she would try contacting alternate member Susan Kelsch as well.



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Members discussed whether Greenlaw should stay. They agreed Labourdette could reach out one last time to see if he's still interested. Moisan will also check in with Mistretta.

Motion: Labourdette motioned to recommend Susan Kelsch to full-time member

Second: Haley seconded the motion

Vote: U/A

6. ADJOURNMENT:

Motion: Marggraf made a motion to adjourn at 7:45 PM

Second: Haley seconded the motion

Vote: U/A

Next Meeting: Tuesday, February 12, 2019 (November meeting cancelled)