

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, March 12, 2019**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

MEMBERS PRESENT: Grover Tasker – Chair, Rob Marggraf – Vice Chair, Belinda Labourdette – Secretary, Martha Haley, Susan Kelsch, Fred Clough and Sean Greenlaw

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

GUEST: John Storer – Community Services Director

1. CALL TO ORDER: Chairman Tasker called the meeting to order at 7:02 PM and officially welcomed the newest member of the Board, Fred Clough.

2. APPROVAL OF MINUTES: The minutes were reviewed for the September 11, 2018 meeting.

Motion: Marggraf made a motion to accept the minutes

Second: Haley seconded the motion

Vote: U/A

Secretary Labourdette thanked Moisan for writing the September minutes.

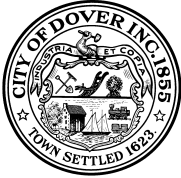
3. CEMETERY STAFF UPDATES: Employees remained busy moving from fall clean-up to winter operations. Foundations were marked out, dug & poured for 11 monuments in October. Marker installations continued until the end of November when the grounds froze. A donated River Purple Beech tree was planted by the columbarium on October 17th. In addition to temp seasonals already on board, 5 more were hired back during their school break. Crews continue to clear roads within the cemetery as well as assisting public works with plowing & snow removal operations throughout the city. Five graves were sold and one full burial performed in January and another 9 graves were sold and 7 burials performed in February. There was a total of 75 burials in 2018, a bit below average, and 65 graves sold, which was above average. (A complete breakdown was provided in a spreadsheet.) There are currently 10 open sales contracts, with 7 making payments. Moisan has been reaching out to those families to ensure they're still interested. Requests for grave refunds have come in steadily. These are often extremely time-consuming to process. Moisan explained that while the requestor is responsible for providing the required documentation, she is often called upon to educate, assist with records and correspond with each requestor to be sure everything is in order. However, it is in the city's best interest to work through these requests since refunds are made based on the original purchase price and if the city can resell the grave it is sold at the current rate. The office continues to handle a number of cemetery and Facilities and Grounds related inquiries on a daily basis.

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

Second: Marggraf seconded the motion

Vote: U/A

Members inquired about the spike in grave purchases in November and were told that these were purchased by the Islamic Society. Haley inquired about the fencing that had been removed near Court Street. Director Storer confirmed that this is part of the building project he will be explaining.



Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, March 12, 2019**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

4. UNFINISHED BUSINESS:

Updates on Budget Priorities for Cemetery Master Plan

Director Storer informed the Board that timelines had changed since the last meeting. The \$2.4m in expenditures submitted for the CIP were approved by the City Council late October. The City Manager determined that the new facility proposed for the far corner of the cemetery along Middle Road will be built this summer and then the Chapel refurbishment will occur the following year when the building is vacant and personnel have moved to the new facility.

A \$1.8m budget was proposed for the 12,000 sq ft facility. The figure was a loose number that was expected to be refined prior to the build but now it is the set target. To keep costs down the city will be doing site work, electrical drop, water, sewage, drainage and design. Stephanie Parsons, who was recently hired as the Facilities Asset/Project Manager, will oversee the facility construction. Parsons has extensive experience with design/build projects from UNH.

Parsons is currently working on a statement of work drawing from the Master Plan and putting together a Statement of Qualifications (SOQ) that the City Manager would like published the week of March 18th so that design/build firms can respond as soon as possible.

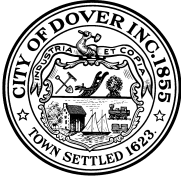
The City Engineer, Dave White, estimated the footprint for the building and suggested placing it at the edge of the property. The Board recommends maintaining a buffer between the building and the surrounding neighborhoods and cemetery. The Board felt that should space become an issue at the Cemetery the buffer could be converted to grave sites noting that the Chapel is set near graves and that grave stones are more aesthetic for abutters than a commercial building. Design elements have not been decided upon. There is a possibility that solar could be part of the project. Tasker inquired if that would come out of the facility budget and Director Storer explained it would not. The solar installation would be completed by the provider in exchange for a locked in electric rate for some period of time, possibly 6yrs. Many things have yet to be worked out before presenting to the Planning Board at a Public Hearing and notifying abutters.

Kelsch inquired if the Board could be doing anything to assist the process. Director Storer explained that there are several decisions yet to be made. The RFP will need to be put together and decisions made on the characteristics that will be used to evaluate respondents. Will firms be interviewed? Will they be rated based on how many projects they have done for the city? Experience with public works buildings? Or other criteria.

Director Storer explained that design/build firms are an economical alternative to using an architectural firm and then a building contractor. It was suggested that Stephanie Parsons be invited to the April meeting to update the Board on the facility project status and obtain any feedback.

5. NEW BUSINESS:

Kelsch asked members to be thinking what the Cemetery might do in celebration of Dover's 400 year anniversary in 2023. Kevin McEneaney is chair of the committee.



Meeting Type: Special Meeting (Regular Meeting Rescheduled)
 Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
 Meeting Date: **Tuesday, March 12, 2019**
 Meeting Time: **7:00 PM**
 (Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

Moisan informed the Board that she had reviewed the fee schedule and found that our current charge for pouring foundations did not cover our costs, was out of line with comparable cemeteries and had not been changed in 10yrs. The City Manager also has asked that all departments evaluate their fees to be sure they are fair and equitable. Based on her research of costs and comparable rates she has proposed the fee be raised from \$15 per cu. ft. to \$24 per cu. ft. In addition, Moisan proposes that two new fees be added:

\$50 for the Transfer of Graves
 15% of the purchased price for Grave Refunds

Clough asked if the city might include a profit margin in the fee and Moisan and Members explained that the services provided have always been considered to be provided at cost in service to the community. Clough also inquired about the review frequency and Director Storer commented that the City Manager would like fees to be reviewed on an annual basis and that Sirois and her department have done a good job of this.

Motion: Tasker made a motion that the proposed fees as presented by Moisan be forwarded to the City Manager and City Council with the Board's approval.

Second: Magraff seconded the motion.

Vote: U/A

In addition to a review of the city fee schedules, the city is looking at penalties for violation of city ordinances and that may mean a penalty would be put in place for dogs walked within the cemetery.

Kelsch inquired if there was anything that Members could do either as a Board or as citizens of Dover to get Moisan some work load relief. Director Storer reported that he has included, with the City Manager's permission funds to hire one full-time staff whose time would be split between the mechanics bay and helping Moisan. There is also a possibility that Moisan's position could be reclassified to better reflect her responsibilities and along with that a pay increase if the budget is approved.

Members were informed that the schedule for review of the budget is on the city website. The overall presentation was believed to be scheduled for Wednesday, March 27th at 7pm with Director Storer scheduled to present the Community Services portion of the budget on April 24th at 6pm followed by a public hearing at 7pm. Contacting Member's respective counselors to voice support is our right and would likely be welcome.

6. ADJOURNMENT:

Motion: Marggraf made a motion to adjourn at 8:10PM

Second: Labourdette seconded the motion

Vote: U/A

Next Meeting: Tuesday, April 9, 2019