

Meeting Type: Regular Meeting
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 10, 2019**
Meeting Time: **7:00 PM**
(Meetings 2nd Tues of month: Feb., Apr., May, June, Sept. & Nov.)

MEMBERS PRESENT: Grover Tasker – Chair, Belinda Labourdette – Secretary, Susan Kelsch, Fred Clough, Martha Haley and arriving late as expected Rob Marggraf – Vice Chair.

MEMBERS ABSENT: Sean Greenlaw, unexcused

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

1. CALL TO ORDER: Chairman Tasker called the meeting to order at 7:00 PM and acknowledged one member expected late, Rob Marggraf.

2. APPROVAL OF MINUTES: The minutes were reviewed for the May 14, 2019 meeting.

Motion: Haley made a motion to accept the minutes

Second: Clough seconded the motion

Vote: U/A

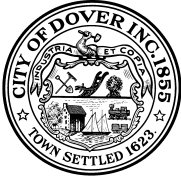
3. CEMETERY STAFF UPDATES:

Employees stayed busy over the summer keeping up with mowing, maintenance and cleanup throughout the cemetery. Most seasonal employees were gone at the end of August. Currently 3 college students are still working with 2 intending to work into November. Several large leaders came down in recent storms, two in Section 7 and one in Section 8. A few stones were knocked over but no significant damage. Requests have been coming in regularly to install foot markers and 8 monuments are already on the foundation list for the fall pour. A great deal of time has been spent by cemetery staff handling F&G related tasks as well as regularly filling in at the library and recycling center when employees are out. The grass has been challenging to keep up with as the growing conditions were ideal. Burials are below average compared to last year with a total of 8 performed in May, 7 in June, 6 in July and 8 in August. Grave sales remained steady with a total of 6 graves sold in May, 3 in June, 15 in July, and 6 in August. Moisan completed a total of 9 contracts in July as well as 2 lot transfers. Grave sales are an extremely time-consuming process. The last time that many contracts were issued in a single month was 18 years ago. There are also 13 contracts currently open with most actively making payments. The Woodman Museum is planning another cemetery tour in Pine Hill September 28-29th.

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

Second: Clough seconded the motion

Vote: U/A



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4. UNFINISHED BUSINESS:

Updates on New Facilities, Grounds & Cemetery Building –

Sirois reported that the neighborhood meeting went well. Attendees were primarily concerned about the appearance and were appreciative of the 100' buffer. The building will be industrial, a rectangular drive thru metal structure with a portico. The building will be as aesthetically pleasing as possible but without additional landscaping requiring upkeep. Access will be controlled with Sirois & Moisan each having offices with a view to the entrance. Moisan's office will have an adjoining conference space for meeting with families making funeral arrangements. Ms. Parsons, Project Manager for the building, will be presenting a final design to the Planning Board on Wednesday. Site work is on hold until a professional tree clearing company can be found. Hoping that work can begin in October. The board was happy with the progress.

5. NEW BUSINESS:

A. Request from Temple Israel to Purchase 100-200 Graves

Moisan reported that Temple Israel had expressed an interest in purchasing 100-200 graves with a specific area for a conservative section. She explained that there is enough room near their current area to accommodate their requests but that the usage to date has not been as previously anticipated. The Board discussed options and felt it was best to limit the number of graves purchased at a single time. Members agreed that since they merged with Temple Israel of Portsmouth and are no longer based out of Dover, the cost should be at the non-resident rate.

Motion: Labourdette made a motion to present a purchase of no more than 50 graves including a conservative area with the understanding that the section would be left open for expansion.

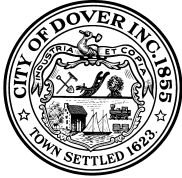
Second: Marggraf seconded the motion.

Vote: U/A

B. Discuss Columbaria

Sirois informed the Board that there have been requests for additional symbols for the shutters. The Board discussed adding approved symbols to the current "Emblems of Belief", a list that is used by the Veterans Administration and approved for the Pine Hill columbarium. Sirois and Moisan will gather possible additional symbols for review. The Board will put together an autonomous list for the cemetery that does not refer to the VA or emblems of belief.

Sirois recommended to the Board that it was time to consider adding a second Columbarium within the next two years. In preparation for proposing this, the firm that provided the current one was consulted. It was learned that the mold, with oversized niches of 10"h x 15"w x 20"d, is no longer available; recreating the mold would incur additional cost. The current standard niche size is 12"x12"x15" with the same number of niches, 24 per side, and similar appearance. Marggraf thought that this size would be adequate, and Tasker noted people would need to be informed of the size before purchasing. The Board discussed moving to individual shutters instead



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of the one for four currently in use. This would mean additional rosettes but would reduce the staff required to be present for an inurnment from two to one and reduce the risk of costly expenses should a shutter break or be engraved incorrectly. Sirois thinks there is enough money in the capital account that was used to purchase the first. Members were open to pursuing further.

C. Cemetery Water Lines

Sirois informed the board that the Utility Commissioner and Deputy Director have instructed her to include updates for the water lines in the cemetery in her budget. The current boiler drains are leaking and are not up to current standards. Two options have been presented: 1. Add above-ground meters and backflow preventers with protective covering to the 5 locations throughout the cemetery and 2. Install one meter and backflow protector in the new building and update the lines out to the cemetery. The first option is cost prohibitive considering initial installation and the annual turn-on & turn-off expenses not to mention the above ground feature would create traffic impediments due to their current location. The second option is recommended but it will mean that water is shut off throughout the cemetery until the improvements are completed. Sirois is hopeful that since this is a capital expense funds from the capital improvements account could be utilized.

D. Friends of Pine Hill Cemetery

Kelsch proposed that the Board consider creating a “Friends of the Pine Hill Cemetery” group with the objective to be able to purchase mapping software. Clough reported that programs were available for about \$2000+ but they required annual fees of about half the cost and cautioned that volunteers capable of using the software would be required. Possible volunteers could overlap with the historical society and Moisan mentioned Lois Tucker of Find a Grave. Labourdette suggested that the group could help to support tree planting as well. Sirois stated that efforts are made to plant 1-2 trees annually, but the budget does not support much. She commended her crew for their excellent tree planting efforts as most survive and thrive. A.J. Dupere from the State Forestry Service is scheduled to assess the trees and make suggestions. The Board was supportive of investigating a non-profit volunteer organization further. Kelsch will reach out to Cathy Beaudoin about her experience running the Friends of the Library group as well as Dan Lynch, Finance Director, and the City Attorney, Joshua Wyatt, thru his secretary, JoAnn Hubbard, to see what is involved from a city standpoint.

Tasker thanked Moisan for her assistance in finding the Varney family cemetery. With her help Tasker was able to locate and the record has been updated for future inquiries.

6. ADJOURNMENT:

Motion: Marggraf made a motion to adjourn at 8:17 PM

Second: Labourdette seconded the motion

Vote: U/A

Next Meeting: Tuesday, November 19, 2019