

Meeting Type: Special Meeting (Regular Meeting Rescheduled)
Meeting Location: Pine Hill Cemetery – 131 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, November 19, 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, Susan Kelsch, Fred Clough, and Martha Haley.

MEMBERS ABSENT: Sean Greenlaw, unexcused

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

GUESTS: Stephanie Cartabona – City Project Manager, Walter Chapman - resident, Fran Chickering - resident

1. CALL TO ORDER: Chairman Tasker called the meeting to order at 7:01 PM.

2. APPROVAL OF MINUTES: The minutes were reviewed for the September 10, 2019 meeting.

Motion: Haley made a motion to accept the minutes

Second: Clough seconded the motion

Vote: U/A

3. CITIZENS FORUM:

Motion: Tasker made a motion to amend order of business for Citizens Forum

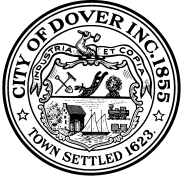
Second: Labourdette seconded the motion

Vote: U/A

Mr. Walter Chapman, 15 Middle Rd., Dover, NH: Representing himself and four or five neighbors with concerns that the proposed building does not fit the residential area it abuts. Mr. Chapman would like the Board and the City to consider another location on the property and mentioned both the detriment to property values and possible unintended water issues. Short of moving the facility, Mr. Chapman would like the City to consider a 10' wooden fence to buffer the project.

Ms. Frances Chickering, 32 Middle Rd., Dover, NH: Concurred that the building was not residential in nature and expressed concerns about increased traffic on Court and Middle roads. She questioned the lack of a traffic study prior to the project proceeding.

Ms. Cartabona, Project Manager for the City: This project was part of the Master Plan and the site location for the building was explored at the time this was created. Moving the location presents issues related to dealing with either ledge or wetlands remediation. The position of the building is based on recommendations from Revision Energy, the company working on various solar projects for the City. The building will be built to accommodate solar requirements, including conduit and electric panel fittings and space but may not be outfitted at the time of completion. A traffic study will be conducted as part of the capital improvement plan in place for Middle and Court Street. It is expected to be completed before the building is completed.



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Members of the Board inquired about the existing buffer for the neighborhood. Ms. Cartabona stated that a buffer has been discussed, the exact nature will be fleshed out as the project progresses. She noted that there are no plans to clear cut and that the edge of the parking lot would be 100' from the property line pushing the building still farther from that line. Mr. Chapman was disappointed that the project would not be moved but gracious and thanked the members for their time.

4. CEMETERY STAFF UPDATES:

Sirois noted that a majority of the leaves were down in the Cemetery. Mowing continued thru October followed by leaf pickup in the beginning of November. Pine Hill water lines were drained and winterized. Twelve monument foundations were marked out, excavated and poured on Oct. 23rd. Marker installations are ongoing and will continue until the ground freezes. A large tree along E. Watson St. fell during the Nov. 1st storm damaging a section of fence and monument in Group 1. There were 8 burials performed in September (4 full & 4 cremation) and 9 in October (3 full & 6 cremation). Two graves were sold in September and 5 in October with another 12 contracts currently open/unpaid. Reminder letters will be mailed to local funeral homes before winter rates go into effect December 1st. The City's IT Director offered department's assistance with updating the mapping for Pine Hill. Three cemetery employees have been meeting with the Asset Mgmt. Tech from 12-3 PM for the past several Fridays to collect GPS points starting in Group 21. Although still in the early stages, staff are very excited to have this underway and for others to see the vision to have searchable data and information mapped. The Finance Director recommended putting a software purchase into the budget in the spring. A part-time secretary, Karen Bowker, has been hired and things are going well. The last seasonal employee will be finishing up after Thanksgiving.

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

Second: Marggraf seconded the motion

Vote: U/A

4. UNFINISHED BUSINESS:

A. Updates on New Facilities, Grounds & Cemetery Building

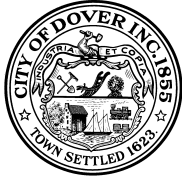
Topic covered sufficiently in the Citizens Forum

B. Updates regarding Temple Israel purchase of 100-200 Graves

Moisan presented to Temple Israel's representative the Board's desire for the Temple to limit grave purchases while still agreeing to set aside enough area to accommodate their larger request and the delineation of the Kosher and Interfaith areas. Moisan and Sirois plan to meet with Rabbi Ira and our contact, Cathi Cherry-Liston, to discuss this as well as how the areas would be delineated and come to an agreement. If a more formal contract is required, the city attorney will be consulted. Marggraf is aware that the Kosher area in the Portsmouth cemetery is getting full but the Interfaith area is not.

C. Update on Columbaria (current & proposed)

Sirois presented two proposals from Bill Wilson of Watertown Engineering. The unit that would match the existing unit with its oversized niches, 12x15x20, would break out to a cost of \$895/niche. The unit that would be slightly



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smaller but match in style with niches 12x12x15 would break out to a cost of \$695/niche. In speaking with the purchasing agent, going with the first option a request could be put to the City Council for a sole source purchase but the second would require an open bid. Sirois reported that Watertown Engineering was not opposed to the competing and felt the slightly smaller columbaria would not be noticeably different.

Sirois spoke with Finance Director Dan Lynch who advised that, if the Board felt it was in the interest of the City to pursue a second purchase, and Director Storer and the City Manager were in agreement, he would recommend having 50% of the purchase funded through the Capital Reserve fund (current balance of \$20,500) and 50% included in the operating budget. This would need to be part of the budget proposal process. After some discussion it was decided that the need was not pressing and further discussion could wait until more exact numbers come in related to the Chapel restoration and new facility construction, both of which have funds set aside in the Capital Reserve fund.

Motion: Haley made a motion to table the conversation

Second: Kelsch seconded the motion

Vote: U/A

5. NEW BUSINESS:

A. Inquiry by Ms. Chickering that Green Burials be reconsidered for Pine Hill (initial request 2013)

The Board discussed the qualifying particulars of a Green Burial: no embalming, no vault, & hand dug grave. Cemetery staff would be precluded from assisting with bodies that have not been embalmed within 24hrs of death per state regulations. This requirement can be accommodated by having family members be responsible as is the case in Islamic burials. Hand digging would again be the responsibility of the family and could be accommodated. The lack of a vault to prevent the earth settling over the years of decay was the biggest concern. Filling in the recess over the years and reseeding would require a long-term commitment. The experience of the cemetery is that families with the best of intentions often fail to follow thru. The cost to manage upkeep remains a concern. It was noted that the T. Wistar Brown Cemetery remains a local option and that requests for this method of burial remain low at this time. Ms. Chickering thanked the Board for reviewing the matter.

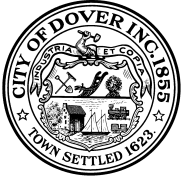
B. Approve sign for Roberts Cemetery (a.k.a. First Settlers)

Sirois informed the Board that Joanne Eaton, member of the Daughters of the American Revolution, is interested in placing a sign at the Roberts Cemetery that would identify those buried there. Sirois recommended a couple of sign companies that she knew were familiar with historical signage in the city and could provide quotes. She suggested that funding would need to be raised privately. Members expressed concern that it would be difficult to be sure that any list was all-inclusive, resolve possible discrepancies or make changes to the sign if required. The possibility of a QR 3D barcode being used to allow the ability to update associated information if it changed was discussed.

Motion: Marggraf made a motion to table the conversation until further information is provided

Second: Labourdette seconded the motion

Vote: U/A



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C. Friends of Pine Hill Cemetery Group

Kelsch updated the Board on her conversations with Dan Lynch, Finance Director, Cathy Beaudoin, Library Director, Joshua Wyatt, City Attorney, and David Tompkins, Executive Director of the Woodman Institute. City officials did not present any reasons why a group could not be formed to fundraise for cemetery projects. They noted that the group would be responsible for ensuring the proper papers were filed to create a proper 501C3 organization. Mr. Tompkins noted that fundraising in Dover was difficult. Clough suggested starting with a group to gauge interest and set priorities before raising funds and filing paperwork. Kelsch stated she would give the effort more thought. Her main purpose being the mapping project and that having been started. It was suggested that Board members contact their councilors to encourage the continuation of the mapping efforts. Sirois noted that volunteerism in the city tends to ebb and flow but it is currently on the rise with beautification efforts throughout the city

6. ADJOURNMENT:

Motion: Marggraf made a motion to adjourn at 8:35 PM

Second: Haley seconded the motion

Vote: U/A

Next Meeting: Tuesday, February 11, 2020

**Update: Meeting rescheduled to February 25, 2020*