

DOVER CEMETERY COMMISSION

Meeting Minutes
4:00 p.m.
March 6, 2020
Highway Garage

At 4:35 PM Chair Pope Hoffman called the meeting to order with members Mariah Riess and Carol Jackman present.

ATTENDEE: Peg Crowley, candidate for election to Commission for 2020 to 2023.

Citizens' Comments

There were no citizens' comments.

1.1 Approval of Meeting Minutes

The meeting minutes from February 18, 2020 were reviewed and on a motion by Pope Hoffman, seconded by Mariah Riess; they were accepted by a unanimous vote.

1.2 Deeds for Signing

There were no deeds presented.

1.3 Monument Applications for Review

The Henry R. Guild application was reviewed again and noted that the size of the headstone now conforms to cemetery sizing. On a motion by Carol Jackman regarding the revised application, seconded by Mariah Reiss; it was accepted by a unanimous vote.

1.4 Summer Help

Chair Pope Hoffman reported that he spoke with Town Administrator Chris Dwelley regarding the posting of the summer job and the hourly pay rate. As a result Pope will follow up with the posting and Mariah will do the interviewing.

1.5 Grounds Care

Supervisor Rusty Dauphinee left a bid for fertilizing treatments four times a year from Strawberry Hill Landscaping. Their bid for the 2020 Fertilizing Program is \$1,675 for each treatment, only a \$30 increase per treatment. On a motion by Pope Hoffman, seconded by Mariah Reiss; it was accepted unanimously.

1.6 Restricted Accounts

Pope reported that the Accounting Department had contacted him regarding the fact that the Cemetery Department has two accounts with funds that need to be spent by June 30, 2020. Mariah is now the person in charge of the Meditation Garden and will look into ordering plants for that area and the wildflower field just above it. Funds available are: Meditation Garden with \$98.24 and Wildflower account \$638.50 for a total of \$736.74.

1.7 **Discuss DPW**

Pope then started the discussion regarding formation of a Dover DPW. There had been a lengthy discussion at the February 18, 2020 meeting, of which Town Administrator Chris Dwelley was at. Chris suggested that we take a formal vote at our next meeting and that members write their reasons as to why it needs more thought. Carol came to the meeting with a one-page synopsis of Rusty's duties and a revised organizational chart. The new chart has Rusty responding to the head of the DPW instead of the working foreman. The original working chart was separated into two departments (Park & Rec and Highway Department) whereas Carol's chart is separated into three departments (Highway Department, Park & Rec., and Cemetery Department). These reports were given to Pope to be delivered to Chris. Mariah said she would write a report soon as to why she feels more time should be taken before jumping into it this year and that she would deliver it to Chris herself. Pope was in favor of the original presentation until it was pointed out that Rusty would report to the working foreman. When he realized that, he stated that that should change and would state that in his report to Chris. Pope made a motion to vote to support a Dover DPW, seconded by Carol; Pope was for it, Mariah and Carol against it at this time.

Adjournment

At 6:00 PM, Pope moved to adjourn, seconded by Carol; it was unanimously approved.

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Carol Jackman, Clerk