

**DOVER CEMETERY COMMISSIONER'S MEETING
MAY 25, 2021**

At 4:00 PM Chair Peg Crowley called the meeting to order with members Mariah Riess and Carol Jackman present.

Citizens' Comments – Pope Hoffman attended the meeting. He was asked if there was anything he wanted to bring up and he replied he was attending because he was interested in the agenda items.

1.1 Approval of Meeting Minutes

The meeting minutes from April 27, 2021, were reviewed as distributed and on a motion by Mariah Riess, seconded by Carol Jackman, were approved by a unanimous vote.

1.2 Report on Deeds

No deeds had been signed during the past month.

1.3 Review of Monument Applications

The following applications were presented: Chang & Young Soon Lee, 26 Crest Dr., Lot 46, Block F, for a ledger; Robert & Patricia Murphy, formerly of Cranberry Lane, Lot 37, Block G, for a headstone and two foot markers; James A. S. Walker, 125 Centre St., Lot 31, Block G, for a headstone; and Joanne Wuschke, 43 Bretton Road, Lot I-16, Block B, for a headstone; on a motion by Carol, seconded by Mariah all the applications were approved unanimously. The Mastrodicasa family revised their monument application and it was unanimously approved. A family whose daughter grew up in Dover inquired about her purchasing a lot near her parents, it was approved as it was two separate families. Another family requested information on the rules about purchasing a bench for their lot.

1.4 Dog Signs

Peg Crowley visited Fast Signs in Needham to get the information about the dog signs. They informed her the cost would be \$365.44 per sign and would match the present Enter/Exit signs. On a motion by Carol, seconded by Mariah it was unanimously approved and the funds would come from Perpetual Care. With regards to the Meditation Garden sign they recommend vinyl. They will work on a design to submit to us. Mariah reported that the hydrangea plants need more watering. She recommended water rings for them.

1.5 Tree Maintenance

It was reported that a stump in the back section of the cemetery still needs to be cared for.

1.6 Summer Help

It was noted that the job was not posted on the Town Website. Contact would be made first thing in the morning and it was noted that it should not have a deadline date, but should say "Open until filled".

1.7 Headstones Needing Attention

This was tabled.

1.8 Update on Computer Program

Carol announced she had watched the Selectmen's meeting and heard that the IT Director presented the info for the Cemetery computer and it was approved. It is a \$30,000 program and used by many local cemeteries. Also he was able to get a grant for the project.

1.9 Rusty Request

Rusty reported the lowering device needs repair. The cost to repair it is \$1,550 and it is an important piece of equipment. On a motion by Carol, seconded by Mariah, it was voted unanimously to repair the lowering device.

1.10 Cemetery By-Laws

It was noted that at Town Meeting the By-Law changes were approved. There was one question on Article 11 of which Peg spoke on and thanks to Pope Hoffman he stepped in and spoke on it too.

1.11 Discussion re Printing the Handbook

Carol said she would have a draft ready for the next meeting. She suggested the size to be 8-1/2 by 11 in hopes that more people would read it. Pope agreed with Carol. It should be noted that Pope was Chairman of the Commission when all the changes were being decided.

1.12 Adjournment of regular meeting

On a motion by Carol and seconded by Mariah at 4:35 pm it was unanimously voted to close the regular meeting to convene in Executive Session.

Executive Session was to finalize Rusty's Performance Review so Peg could meet with Rusty June 1st and then to turn the report in to the Town Hall by June 4th. On a motion by Carol, seconded by Mariah it was unanimously voted to close Executive Session at 4:40 pm to regular session so we could formally close the regular meeting.

Adjournment of regular meeting

At 4:42 PM, Peg moved to adjourn, seconded by Mariah; it was unanimously approved. Next meeting June 22, 2021 at 4:00 PM.