

OFFICIAL MINUTES

**Cemetery Commission Meeting
May 31, 2018
Municipal Building, Rm 204**

In Attendance: Mike Horne, Chair; Sharron Champagne; and Denise Cascio Bolduc.

Meeting was called to order at 7 p.m.

Minutes from 5/3/18 were reviewed and approved as written. Mike will get them all posted and get the official copy to the town clerk.

Public Input/requests: Received an email from Kathie Northrup of the Heritage Commission regarding a disappointment that the fence at Head Cemetery in front of the chapel had not been repaired before Heritage Day (5/20/18). There was also a concern expressed regarding the timing of mowing as it related to Heritage Day. The Commission agreed to be more mindful next year and coordinate with the Cemetery Division.

The Heritage Commission questioned when the Cemetery Commission would be getting the damaged headstones repaired and had we considered forming a volunteer group and/or applying for grants. Mike responded on behalf of the Commission and indicated we'd add it to our "To-do list."

Record keeping:

Sale of cemetery lots:

Urquhart, Anna & Douglas	Head, Section A (new)	470, 471, 472
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Interments:

Freese, Carolyn	Standard	Martins	103
Chase, Walter	Creman	Head	Section A, Lot 563

Budget: Funded: \$841 Expended to Date: \$674 (80%) Unexpended: \$168

Mike will make some minor purchases for grave-marking supplies. Sharron will purchase and install a galvanized chain, replacing the plastic chain, at Davis Cate. We will research buying additional lot pins.

Looking to budget year 18/19, we received the invoice from Boston Computer Scanning for the CemeteryFind subscription for the period 7/1/18-6/30/19. Cost remains the same at \$420, and the Commission agreed to have Finance pay it as soon as possible.

Old Business:

LaValley – Mike will send a letter from the commission that unless they produce written approval by the LaValley next of kin, we will not consider allowing the monument to be put in.

The fence at Head Cemetery needs replacing. The Heritage Commission identified sections have fallen over by the schoolhouse. Because it's a one-time cost, Mike recommends it be a warrant article, like the fence was at Riverside Cemetery. Mike will get estimates to put in our 2019 budget submission.

Several of the fence posts at Head Cemetery were replaced in May.

Cemetery Division needs to check the graves from the past 12 months to make sure they were all loamed and seeded. Mike will suggest they get together with Evelyn to get the list.

Sharron purchased and placed the flowers for Memorial Day on the perpetual care graves. The Commission approved her getting reimbursed from the trust fund.

Mike, by the end of the summer, will have drafted a Hooksett Cemetery Commission standard operating procedure, which will include all duties and responsibilities of the trustees so the workload can be better balanced based on trustees' skills and available time.

To Do List: Update cost of lots and update regulations.

Change from deeds where owners own the property to where owners are given the right to inter.

We will schedule a site visit to Head Cemetery to discuss the selection of lots to be subdivided and converted into cremation-size lots.

We must start preparing our 2019 budget submission (Mike) and submission for the Town of Hooksett annual report (Sharron).

We need to schedule another field visit to Head Cemetery to continue our validation work with CemeteryFind against monuments there. Let's resolve the 8/31/17 field session questions before we go on another site visit. Note: we've scheduled a 6/13 work session to do this.

New Business:

Cemetery Division cut up and removed a very large pine tree that blew down in Martins Cemetery. It appeared that no headstones were damaged.

Next meeting: Thursday, June 28 at 6 p.m.

Meeting adjourned: 8 p.m.

Respectfully submitted,
Denise Cascio Bolduc