

OFFICIAL MINUTES

**Cemetery Commission Meeting
June 28, 2018
Municipal Building, Rm 204**

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

Meeting was called to order at 6 p.m.

Minutes from 5/31/18 were reviewed and approved as written. Denise will get them all posted and get the official copy to the town clerk.

Public Input/requests: Received a further email from Kathie Northrup of the Heritage Commission encouraging the Cemetery Commission to budget for repairing broken monuments and headstones.

Received a couple of requests by people for locations of graves of family members, which the Commission responded to in a timely fashion.

We received a request from Christine in Finance to submit our 2019-2020 budget to DPW by July 27.

Record keeping:

Sale of cemetery lots:

Bournival, Rose

Cemetery

Head, Section A (new)

Lots

473 + 474

Interments:

Bournival, Gary

Standard

Head

474

Budget:

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

Unexpended: \$168

It was decided to not make any additional purchases this fiscal year.

Finance said they would pay the \$420 to Boston Scanning for the CemeteryFind 2018-2019 subscription in July.

Mike is developing items for the 2019-2020 budget in order to meet the July 27 deadline. We will have a meeting beforehand to review/edit and submit it.

Mike has requested a quote from Blue Ribbon for budget purposes to replace the fence at Head Cemetery. The request was made for both vinyl and wood.

We would recommend that we put in a \$5,000 line item to repair some of the broken headstones that risk being separated and lost, knowing that the Commission will have to first research the authority to do this repair work, as well as locate next of kin. This

would be in anticipation of our regulations being updated to allow repairs where there are no longer living relatives.

Old Business:

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

Cemetery Commission 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.

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 have continued to make headway on reconciliation on 6/13/18.

The annual report needs to be prepared by Sharron for final review/editing by the July 17th Cemetery Commission meeting.

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.

Denise will contact someone from the Pembroke Cemetery Commission to ask questions about who created the maps of their cemeteries that Mike found online.

New Business:

None.

Next meeting: Tuesday, July 17 at 4 p.m.

Meeting adjourned: 6:45 p.m.

Respectfully submitted,
Denise Cascio Bolduc