

UNOFFICIAL MINUTES

**Cemetery Commission Meeting
July 19, 2018
Municipal Building, Rm 204**

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

Meeting was called to order at 4:45 p.m.

Minutes from 6/28/18 were reviewed and approved as written. Denise will get them posted and get the official copy to the town clerk.

Public Input/requests: Received an email from Alan Topliff (re Head Cemetery Deed 0553, Lot 198 & 199-New) asking a question regarding whether there was additional space to bury more urns in each of the two lots. Lots were purchased in 1997, one urn in each grave. Answer was, yes, there is room for one more urn in each.

Mike marked locations for two markers. There was one problem, but he resolved it.

Record keeping:

Sale of cemetery lots:

Cemetery

Lots

NONE.

Interments:

NONE.

Budget:

Funded: \$841

Expended to Date: \$420 (49.94 %)

Unexpended: \$421

\$3,250 from our budget was put into DPW, Parks & Recreation, and Cemetery Division's budget for grounds maintenance.

Finance paid the \$420 to Boston Scanning for the CemeteryFind 2018-2019 subscription.

As a group, we worked on the 2019-2020 budget in order to meet the July 27 deadline. It is attached.

Mike received the quote from Blue Ribbon for budget purposes to replace the fence at Head Cemetery. Quote was given for both vinyl and wood. The trustees agreed to recommend in the budget for a warrant article for \$18,000 to replace the Head Cemetery fence.

We also agreed to recommend in our budget submission a warrant article for \$5,000 to repair the worst of the broken headstones in the three cemeteries. 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. It's from our burial log. Sharron will take care of this by September. She will add pictures to the email as well.

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.

Sharron presented the draft of the annual report, and the submission will be made by the requested deadline. Mike will submit it.

To Do List:

At some point, trustees need to look at how markers and headstones are laid out and some will need to be realigned to make Head Cemetery more presentable and orderly.

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 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 continue to try to contact someone from the Pembroke Cemetery Commission to ask questions about who created the maps of their cemeteries that Mike found online. She now has a name (Victor/VJ) at Public Works: 485-4422.

New Business: None.

Next meeting: Tuesday, September 18 (time to be determined).

Meeting adjourned: 5:50 p.m.

Respectfully submitted,
Denise Cascio Bolduc