

**Minutes  
Cemetery Commission Meeting  
March 14, 2019 8:30 AM  
Municipal Building, Rm 204 or Council Chambers**

In attendance: Mike Horne: Chair, Sharron Champagne, Excused: Denise Cascio Bolduc  
Others: Staff Kathy Lawrence

The meeting called to order at: 8:37am

Minutes

**July 19, 2018 – Motion to approve made by M. Horne, 2<sup>nd</sup> by S. Champagne – No Changes**  
**September 18, 2018– Motion to approve made by M. Horne, 2<sup>nd</sup> by S. Champagne – No Changes**  
**October 23, 2018– Motion to approve made by M. Horne, 2<sup>nd</sup> by S. Champagne – No Changes**

**A review of signed copies for 2018 will be completed and provided at next meeting for record retention in the Tax Clerks office.**

Record keeping:

<b>Sale of cemetery lots:</b>	<b>Cemetery</b>	<b>Lots</b>
Morrison, Donna & Perron, Paul	Head, Sec A (new)	#216
Brown, Cynthia	Head, Sec A (new)	#585

**Interments:**

Davidson, Priscilla	Martins	#860 Cremains
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Current Budget: Approved for fiscal year 2018-2019

Cemetery Commission Budget - FY 2017-18 Request and Final Budget approved		1/20/2017	
Account	Description	Requested Amount	Approved Amount
001-660.4195-294.000	<b>CEM Training &amp; Dues</b> Dues for NH and NE Cemetery Association	\$ 40	40
001-660.4195-342.000	<b>CEM Software &amp; Programs</b> Yearly subscription to on-line CemeteryFind database of Hooksett's cemeteries.	\$ 750	750
001-660.4195-438.000	<b>CEM Grounds Maintenance</b> Fence maintenance at Head Cemetery Cut/repair/pave some sections of pavements in Martins Cemetery Road that have failed. Posts along the road of Matins Cemetery to keep traffic off graves	\$ 1,800	1
001-660.4195-600.000	<b>CEM Office Supplies</b> Stakes to mark graves, flagging materials, etc.	\$ 50	50
<b>Total Cemetery Commission</b>		\$ 2,640	841

Funded: \$841 Expended to Date: \$420 (49.94 %) Unexpended: \$421

**Recommend paying \$20 for 2019 NHCA membership for Hooksett Cemetery Commission**

**Motion made by M. Horne to approve payment of \$20.00 for 2019 NHCA Membership, 2<sup>nd</sup> by S. Champagne**

This year's NHCA conference will be held April 3<sup>rd</sup> 9am. Mike plans on attending and inquired if any others wished to attend. None confirmed at this time.

**Mike will discuss expenditure for Cemetery Ground Maintenance repairs with Phil (Parks & Rec) and Earl (DPW). Martin's Cemetery will require road repairs.  
Sharron will purchase necessary marking supplies for trustees.**

Old Business:

Cemetery Commission needs to check the graves from the past 12 months to make sure they were all loamed and seeded: No action taken to date (winter weather)

*\*A discussion at this year's NHCA will include Winter Weather Burials*

**Reminder to check new burial site and add loam if needed.**

Draft a Hooksett Cemetery Commission standard operating procedure (SOP), which will include all duties and responsibilities of the trustees so the workload can be better balanced based on trustees' skills and available time:

**Mike will draft bullet points for a start of the SOP to go over at next month's meeting**

Gold Star Project in Head Cemetery:

**No update to provide at this time**

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 cemetery(s) regulations.

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

Another field visit to Head Cemetery to continue our validation work with Cemetery Find against monuments there. Need to resolve the 8/31/17 field session questions before going on another site visit.

Get information from the Pembroke Cemetery Commission to determine who created the online maps of Pembroke cemeteries. <https://www.pembroke-nh.com/cemetery-commission/pages/cemetery-maps>  
Denise has a name (Victor/VJ) at Public Works: 485-4422.

Determine which lots in Head and Martins cemeteries will be subdivided and made into smaller lots for cremains burials. Update maps and place metal pins.

New Business:

Nancy Philbrick voted in as new member of the Cemetery Commission and will be appointed in May.

May 18<sup>th</sup> (Sat) – Hooksett Heritage Day at Head Cemetery & School House: Plan Cemetery Commission's involvement.

**The following are a few ideas Mike had for involvement.**

**Also, a pamphlet that can be handed out to include Interesting People that are buried in the local cemeteries and where to find them**

### **Historic cemeteries have tales to tell...are you listening?**

Okay, we'll admit it. It's Halloween and perhaps doing a story on cemeteries is a bit obvious. But at the NHDHR, we're big fans of cemeteries and the variety of stories they tell.

The next time that you are out for a walk or drive, take some time to explore a historic New Hampshire cemetery and consider the following questions:

**Where is the cemetery located?** What does that say about the relationship between the people who lived -- and who still live -- in the community and those are buried there?

**When was the cemetery established?** Is it still actively being used? Where are the oldest plots? How has it expanded? Are there any indications that certain groups of people were buried in certain sections?

**Who is buried there?** Can you identify family names that are still in town? Do you see patterns of relatives who have been interred close together or even far apart? Is there anyone famous -- or infamous -- interred?

Schedule annual update briefing with Town Council: April 10<sup>th</sup> (Mike will check with Nick G. if that date will work)

Next meeting: April 8<sup>th</sup> @ 8:30am, Room 204, Town Offices

Meeting adjourned: 9:38am

Minutes respectfully submitted by: Kathy Lawrence