

OFFICIAL MINUTES

**Cemetery Commission Meeting  
July 18, 2019  
Municipal Building, Room 204**

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

Meeting was called to order at 8:32 a.m.

Minutes from 6/20/19 were reviewed and approved with the exception of removing the word “none” from Sale of cemetery lots. One abstention (Nancy).

Public Input/requests: None.

Record keeping: **Sale of cemetery lots:** None

**Interments:**

6/22/2019	Ronald J. Proulx	Martins	Lot #25D
6/22/2019	Kathy J. Brown	Davis-Cate	NA

Budget: 2018/2019

Funded: \$861 Expended to Date: \$420+\$36.88 (49.94 %) \$20 approved so Uncommitted: \$401

Mike will follow up with Phil to see how much of the \$1800 was spent for grounds maintenance that was allotted in the 2018/2019 budget.

Current Budget (2019/2020):

Funded: \$641 Expended to Date: \$420 Uncommitted: \$221

Annual subscription (7/1/19 to 6/30/20) for CemeteryFind to be paid in July 2019. \$420  
Need to work with Phil to get quotes for new fence at Head Cemetery (have budget of \$17,000).  
Nancy will get together with Phil to acquire the needed quotes to replace the fence.  
Need to work on how to be able to spend \$5,000 for headstone repair. We'll start in the old section in Head Cemetery, starting near the chapel. Denise will start this process by contacting Terry Knowles, state cemetery association, and the graveyard association.  
Meet with Phil to determine how to get work done for \$2,500 (loam, paving, stump removal) – Mike will do this.

Future Budget (2020/2021):

Worked on budget, which Mike will submit to Finance by July 24<sup>th</sup>.

Old Business:

Sharron will finalize 2018/2019 Annual Report for Cemetery Commission to be submitted by 7/31. Mike will send Sharron the numbers for the numbers of burials, etc.

Gold Start Project in Head Cemetery (Mike) – 4x6 aluminum signs. Mike is researching poles.

Cemetery Commission: status the graves from the past 12 months (loamed/seeded) – Mike will talk to Phil about this.

Hooksett Cemetery Commission standard operating procedure [SOP] (Mike) – work on this in the fall

Status of tree removal at Head Cemetery and stump removal Martins (Mike) – tree removal scheduled for July 22. Stump removal will be done prior to winter. Nancy will inquire from other towns about using groundcover (like myrtle, etc., instead of grass).

Cemetery Regulations – Review/update (All)

#### New Business:

Approval/transfer of cemetery trust funds interest to Town (revised costs) – Christine came into meeting to explain letter. Mike made a motion to reimburse the DPW the \$18,692.01. Discussion was had. Motion passed unanimously. Mike will send a formal letter to Finance.

#### To Do List:

- Update perpetual care list (low priority-start with actual records)
- Establish cremain lots
- Update regulations (including changing language of right to inter, etc.)
- Review cost of lots
- Have another work session in Head Cemetery, Sec A (new)
- Continue to update SOP

Next meetings: August 15 from 8-10 a.m., August 29, 8-10 a.m., September 19 from 8-10 a.m.

Meeting adjourned: 10:05 a.m.

Respectfully submitted,

Denise Cascio Bolduc