

Cemetery Commission Meeting Minutes
July 14, 2020 7:30 AM
Remote meeting via Zoom with phone-in available (audio only)

DUE TO THE COVID-19/CORONAVIRUS CRISIS AND IN ACCORDANCE WITH GOVERNOR SUNUNU'S EMERGENCY ORDER #12 PURSUANT TO EXECUTIVE ORDER 2020-04, THE HOOKSETT CEMETERY COMMISSION WAS HELD ELECTRONICALLY VIA ZOOM.

Present remotely: Mike Horne, Nancy Philbrick, and Laura Magargee

Public Input: None

Minutes review: June 25, 2020 were approved. Mike Horne was the only trustee who attended that meeting who is still a trustee.

<u>Record keeping:</u>	Cemetery	Lots	Name	Burial type
Sale of cemetery lots:	None			
Interments:	None			
Headstones/monuments:	None			

Budget:

Current Budget (2020/2021):

Funded \$1,011

Expended to Date: \$420

Uncommitted: \$ _____

DPW P,R &C Div related: \$10,000

Old Business:

Martins Lot 25 and subdivision to Lots 25B, 25C – resolving conflicts – nothing new

Request to put a bench in Head, Sec A (new) – nothing new

FY21/22 Budget submission to the Town – Discussed proposed budget for Town Budget Year (FY) 21/22 – attached.

Approved the budget submission 3-0.

FY19/20 Annual Report – Mike volunteered to finish the draft made by Sharron and submit it by July 31, 2020.

Green burials – nothing new

New Business:

Transfer FY19/20 interest from cemetery trust funds for maintenance – Approved 3-0 to request the Trustees of the Trust Funds to transfer \$17,194.54 to DPW. Mike will compose a letter.

CemeteryFind: Mike will build an account for Laura and will send out a Zoom connection to have an orientation session for Nancy and Laura on July 28th at 7:30am.

To-Do List:

- Meet with Phil to determine how to get work done for \$2,500 (loam, paving, etc.):
- Update perpetual care list (low priority-start with actual records)
- Establish cremains lots – have this done before we published new rates/regs. Current lots are 3 ½ x 12. Our thought is to create cremains lots in each cemetery (Head and Martins only).
- 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 Cemetery Commission SOP

Next meeting(s): August 11, 2020 at 7:30 a.m.

Meeting adjourned: 8:25 a.m.

Respectfully submitted,
Mike Horne

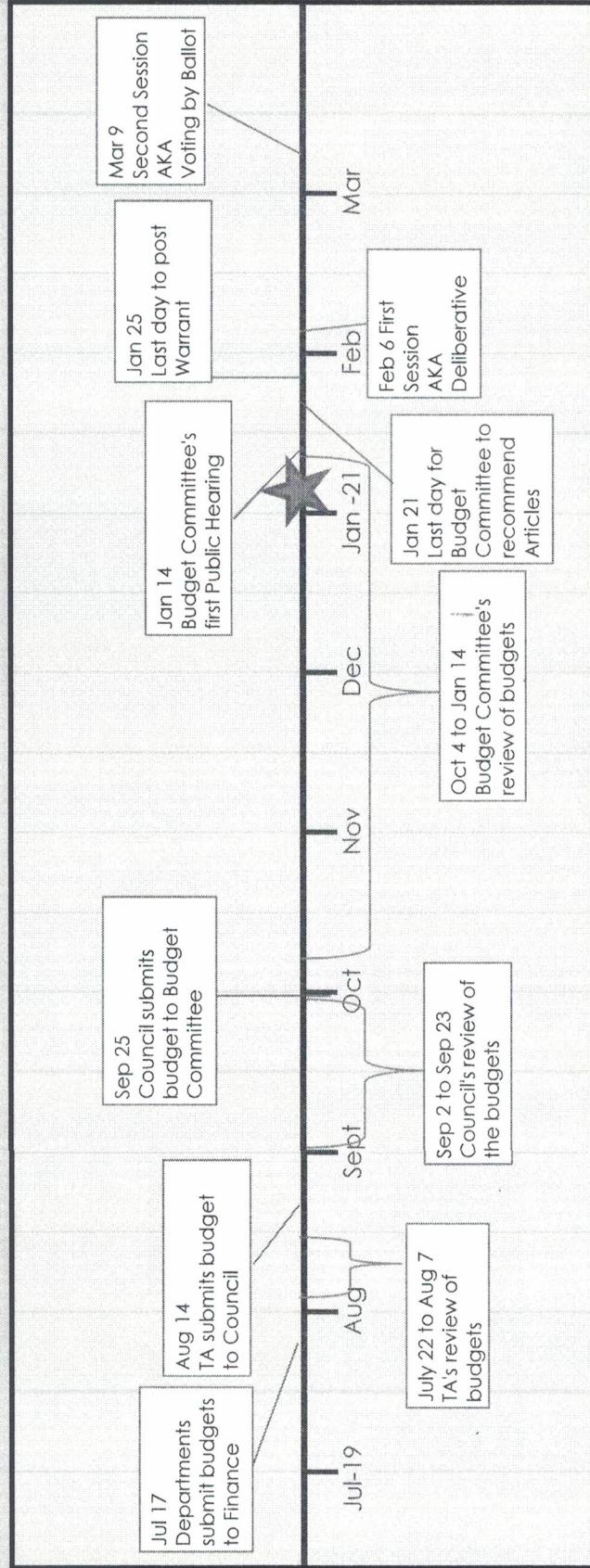
Attachments

ATTACHMENTS

		7/30/2020	
		Department	
Account	Description	Request	
001-660.4195-294.000	CEM Training & Dues	\$ 210	
	Dues & meeting registrations for NH Cemetery Association (NHCA); one dues for New England Cemetery Association. 2 x \$20; 2 x \$30 x 2 meetings; 1 x \$50		
001-660.4195-342.000	CEM Software & Programs	\$ 450	
	Yearly subscription to on-line CemeteryFind database of Hooksett's cemeteries.		
001-660.4195-438.000	CEM Grounds Maintenance	\$ 1	
	Cemetery marking - granite corner posts for makring two areas of new cremain lots = \$650; fifty 3" aluminum lot pins for marking cremain lots = \$300	\$ 950	
	Repair of headstones - \$5,000 for the repair of headstones that have and are falling over in the cemeteries*	\$ 5,000	perhaps a warrant article?
001-660.4195-600.000	CEM Office Supplies	\$ 50	
	Stakes to mark graves, flagging materials, etc.		
	Total Cemetery Commission	\$ 6,661	
Note: *The regulations will be updated & amended in TFY20/21 to allow the Town to repair headstone where no NOK can be found.			

Town of Hooksett

FY 2021-22 Budget Development Timeline



January 19, 2021 Last day for petitioned warrant articles and union negotiations cost items.

- RSA 40:13, II-a (b), 33:8-a
 RSA 40:13, II-a (a), 32:5,I
 RSA 40:13, II-a (a), 33:8-a
 RSA 40:13, II-a (b)
 RSA 40:13, II-a (b), 273-A:1, III
 RSA 40:13, II-a (c)
 RSA 40:13, II-a (c), 33:8-a, I
 RSA 40:13, II-a (c), 32:16,IV
 RSA 40:13, II-a (d), 39:5
 RSA 40:13 III
 RSA 40:13 VII
- Final date for submission of petitioned bond articles; Friday before the 2nd Tuesday in January
 Last day to post notice of budget hearing; 2nd Tuesday in January
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 Final date for submission of petitioned articles; 2nd Tuesday in January
 Last day for negotiated cost items to be finalized; 2nd Tuesday in January
 Last day to hold at least one budget hearing; On or before the 3rd Tuesday in January
 First day for bond hearing; at least 15 days but not more than 60 days prior to first session.
 Last day for BC to deliver budget recommendations; Thursday before the last Monday in January
 Last day to post warrant, budget and default; On or before the last Monday in January
 First Session - Deliberative; between 1st and 2nd Saturdays following the last Monday in January
 Second Session - Voting; Second Tuesday in March